"WHERE TO FROM HERE"

A SUMMARY OF TRAINING AND EDUCATION OPTIONS

ON PRINCE EDWARD ISLAND

- Apprenticeship Training
  (PEI Department of Labour)
- College Post-Secondary
  (Holland College)
- University
  (University of Prince Edward Island)
- Vocational High School
  (PEI Department of Education)

PREPARED BY

Research & Planning Branch
PEI Department of Labour
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PRINCE EDWARD ISLAND

DEPARTMENT
OF
LABOUR

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Dear Student:

The following publication presents a summary of the training and education options that are available to high school students. My Research and Planning Branch has prepared this document to assist you in making your career decisions.

I would also urge you to consult another of our Department's publications, The Handbook of Labour Market Outcomes which illustrates the success students from various courses have had in finding employment.

Your own interests as well as the needs of employees are extremely important factors in selecting a career. Choosing a career is a major decision, please use this, as well as other publications to assist you.

I wish you every success in whatever career you choose to pursue.

Yours sincerely,

George R. McMahon

George R. McMahon, Q.C.

/mjc

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The Research and Planning Branch of the Prince Edward Island Department of Labour would like to sincerely thank the Alberta Manpower Career Services Branch for their co-operation in allowing us to utilize a section of their excellent publication "IT'S ABOUT TIME."

The entire section on Career Planning (pages 2 - 22) was taken from that Publication.

INTRODUCTION

Making career decisions is becoming a more and more difficult task, especially for students. There are so many different training options available that it is important to understand each of them. This report will provide a summary description of the following types of training: Apprenticeship, Collage Post-Secondary, University and Vocational High School to assist students in making career decisions.

For each of the types of training there will be a discussion of the following subjects: Background, subject areas in which training is available on Prince Edward Island, the required prerequisites, the possible training/education routes and other relevant information on the training/education. The paper will begin with a general discussion of how to choose a career including the factors that should be taken into account in making a career decision, a list of possible occupations and a career quiz.

More detailed information on each of the training programs can be obtained from your guidance counsellor or the Holland College Programs Booklet, University of Prince Edward Island Calendar or the Apprenticeship Information Booklet.

PLANNING FOR YOUR FUTURE

The future!! What do you think of when you hear those words? Space travel? Computers? Robots? Artificial kidneys? You can be sure that the world you imagine, is not what your grandparents imagined. The world (and work) has changed drastically in the past 50 years; and, from the looks of it, even more drastic changes will take place in the future.

What do you think you might be doing five, ten or even twenty years from now? It's hard for us to imagine our future lives. Even so, we all have dreams about the kind of work we'd like to do and the kind of lifestyle we'd be happiest leading. So... dream a bit. Most of our plans and decisions start with what seem like idle daydreams.

If you've gone beyond the daydream stage to some specific questioning and planning, you may have set firm goals for your future. Perhaps you are working now on a plan to reach those goals. Whatever your stage, WHERE TO FROM HERE? might help you plan for your future.

We read in the papers about occupations that are becoming obsolete. At the same time, we are told about occupations that are being created... and still others that have not yet been invented. Even during times of high unemployment, there are industries which cannot find enough skilled workers. To add to our confusion, many occupational titles can baffle the best of us. What do crown pouncers,

photogrammetrists, tooth clerks, time and space buyers, philologists, dinosaur operators, and kinesiologists do? Although things are changing, not all changes are taking place at breakneck speed. Planning helps us to deal with change.

It's exciting working and studying in a world approaching the 21st Century -- and it's a challenge to actually control the direction we take in our lives in the midst of all this change.

We all want control over our lives -- and particularly our work lives -- so that we can perform the kinds of work we want while, at the same time, adapting our lives to technological and social change. To do so we must be aware of the changes that are occurring -- or might occur -- in our work areas. We may also need to adapt to those changes by taking further training or study.

For this reason we need to know the basics of career planning. When we discover what kinds of work we are best suited for and what opportunities are open to us we can plan for our futures. We will then be much more comfortable with the career decisions we make.

DEFINITIONS:

CAREER - the sum total of your work related experiences including both paid and unpaid labour.

CAREER DECISION - any decisions that affects your work-related experiences.

CAREER PLANNING - the life-long process of preparing to make not one but hundreds of work-related decisions.

JOB - a position with specific duties and responsibilities in an organization. For example, your job may be that of salesperson in the furniture department of Holmans

OCCUPATION - a group of similar jobs in society. For example, your occupation may be classified as salesperson.

Begin by thinking not just of a job but of a career -- your career. Your career is the whole sequence of jobs and occupations you will hold during the course of your working life, and everything you do that is related to your work. Right now, of course, you are concerned with your immediate future; but what you choose to do this year, next year, and five years from now affects the way your career unfolds.

There are three kinds of information you need to plan where you want to go and how to get there. You need to understand yourself well enough to know if you would like and be good at certain types of work. You need to know the work well enough to know if you have looked at all the possibilities open to you -- as well as how to get and keep a job. You also need to know how to made decisions with care and confidence so that you are the one who controls your own future. Follow this formula for success.

Understanding Yourself + Knowing the World of Work + Knowing How To Decide = Career Planning

UNDERSTANDING YOURSELF

Being aware of your interests, abilities, skills, values and needs will give you a pretty good

understanding of the first part of the career planning formula -- understanding yourself.

INTERESTS

For most people a good job is one they enjoy. A bad job is one they don't enjoy. It's that simple!!! But how do you know what jobs you might enjoy? And, then, how do you find those jobs?

First of all, think about what interests you most. What are (or were) your favorite subjects in school? Think about what you like to do in your spare time. What are your hobbies? What sports do you like? Ask yourself if any of these relate to occupations or work you might do. Now, look at the list of occupations related to school subjects on pages 15 to 22 . Which of them look the most interesting to you? All are described in the Canadian Classification and Dictionary of Occupations available in most school and public libraries.

Your school subjects, your leisure activities, your part-time and permanent jobs, your choice of friends and lifestyle, all give you clues as to the kinds of work you would find most interesting and rewarding to do. People generally most enjoy the work they find interesting.

One career expert has invented a quiz to help you pinpoint the kinds of work areas you are most attracted to. Go to his "Party" and find out what kinds of people and work interest you most.

Generally speaking, all skills divide into six clusters or families. To see which ones you are *attracted to*, try this exercise:

Below is an aerial view of a room in which a two day party is taking place. At this party, people with the same or similar interests have (for some reason) all gathered in the same corner of the room - as described below:

A
People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants, or animals, or to be outdoors.
F
People who like to observe, learn, investigate, analyze, evaluate, or solve problems.
B
People who like to work with data, have clerical or numerical ability, carrying things out in detail or following through on other's instructions.
The Party
E
People who have artistic, innovating or intuitional abilities, and like to work in unstructured situations, using their imagination or creativity.
People who like to work with people — influencing, persuading or performing or leading or managing for organizational goals or for economic gain.
C
People who like to work with people — to inform, enlighten, help, train, develop, or cure them, or are skilled with words.
D

(1) Which corner of the room would you instinctively be drawn to, as the group of people you would most enjoy being with for the longest time? (leave aside any questions of shyness, or whether you would have to talk with them.) Write the letter for that corner here:

_____

(2) After fifteen minutes, everyone in the corner you have chosen, leaves for another party crosstown, except you. Of the groups that still remain now, which corner or group would you be drawn to the most, as the people you would most enjoy being with

for the longest time? Write the letter for that corner here.

_____

(4) Now, underline the skills in each corner you like best.

ABILITIES

Besides your interests, you need to know what kinds of things you are able to do and do best. What kinds of things have you learned to do? What skills would you still like to learn? The exercise called Your Skills should give you some answers.

YOUR SKILLS

Following is a list of skills. Read them carefully.

a) Check ( ) those words which describe something you can do.

b) Underline those words which describe something you would like to do.

Accounting	Calculating	Copying	Directing
Acting	Camping	Counselling	Dissecting
Administering	Catering	Creating	Drafting
Advertising	Classifying	Curing	Drawing
Analyzing	Climbing	Dancing	Driving
Assembling	Coaching	Debating	Editing
Babysitting	Collecting	Decorating	Entertaining
Bargaining	Communicating	Delegating	Exercising
Bookkeeping	Composing	Demonstrating	Experimenting
Budgeting	Computing	Designing	Explaining
Building	Conducting	Detecting	Farming
Buying	Cooking	Diagnosing	Filing

Page 6 & 7 Diagram taken from WHAT COLOUR IS YOUR PARACHUTE? A PRACTICAL MANUAL FOR JOB JUNTERS & CAREER CHANGERS. 1980. Revised Edition by Richard N. Bolles, copyright 1972, 1975, 1976, 1977, 1978, 1979, 1980, 1981 by Richard Nelson Bolles. Used by special permission. Those desiring a copy of the complete book for further reading may procure it from the publisher. Ten Speed Press, P.O. Box 7123, Berkely, Ca 94707

Fund-raising	Navigating	Reporting
Gardening	Negotiating	Researching
Hairstyling	Nursing	Restoring
Helping	Observing	Risking
Imagining	Organizing	Saving
Initiating	Painting	Selling
Innovating	Performing	Servicing
Installing	Persuading	Serving
Interpreting	Planning	Sewing
Interviewing	Playing	Singing
Inventing	Preaching	Solving
Joking	Predicting	Speaking
Judging	Preparing	Story-telling
Knitting	Priorizing	Studying
Leading	Promoting	Summarizing
Learning	Proofreading	Supervising
Listening	Publicizing	Teaching
Lobbying	Public Speaking	Training
Managing	Reading	Translating
Mapping	Recording	Travelling
Mediating	Recruiting	Typing
Model-making	Remembering	Washing
Motivating	Repairing	Weaving
		Writing

VALUES

Think about what's important to you. What do you value in life? Would these same things be important to you in your work? Here are some factors people find important. Which one means a lot to you?

- Family
- Money
- Personal Fulfillment
- Respect of Others
- Security

NEEDS

Last of all, think about what you need from a job. What must you have? A certain salary? Work in a specific location? Flexible hours?

Be sure to put your needs in order of importance. For example, you may feel you must work in a

certain city or town. If you simply cannot find the kind of work you want there, and if other circumstances in your life permit it, you may decide to move to another city to get that kind of job. Sometimes what seems absolutely necessary to us becomes less so if our circumstances change.

KNOWING THE WORLD OF WORK

Understanding yourself is only part of the career planning process. To find out what work you would enjoy, you also need to know what occupational alternatives you have.

Most people choose occupations they know about from study, work experience or observing family and friends. Remember, most of you will change occupations several times during your lives. The choices you make now and in the next few years will move you along a number of paths -- not plant you beside the road never to move again! Your career changes and develops as you gain expertise and experience.

EXPLORING OCCUPATIONS

How do you learn about the occupations you might be interested in? First of all -- make yourself a list of about ten occupations which you think might interest you using the list of occupations on pages 15 to 22 . Add any others you'd like to know more about.

Next, think of what you need to find out about each one to know if you'd like to explore further. Then, find the answers to your questions in newspapers, magazines, books and from people who work in the field.

Some of the questions to which you need answers might be:

1) What title is usually used for the occupation?
2) What do people in the occupation do on the job?
3) Where do they work (indoors? Outdoors?) and when do they work? (seasonally? in shifts? 9-5?)
4) What abilities and skills do the workers need? Do they need to work well with machinery? or with people?
5) What level of education is needed? What type of training.
6) Where do they get this education or training? How long does it take? How much does it cost? Can training be taken on the job?
7) Are there any unusual physical, legal or social requirements? Do they have to be bondable? entertain clients? carry heavy sample cases?
8) Do they need to own special tools or equipment?
9) Are there employment opportunities in the province? If not, where is employment likely?
10) Will there be jobs in this field in five years? In ten years?
11) What are the chances of getting ahead? What occupations are related? Would further education or training be necessary to get promoted?
12) What is the usual starting salary? What are the average and maximum earnings for people in the occupation?

Answers to all these questions are available from a number of sources. Even if you think you know the answers to all of them, it is always wise to double-check your information.

READING

Magazines and newspapers can give you up-to-date information on job responsibilities, salaries, qualifications, business trends and occupational forecasting. Whenever you read, look for "career news"

along with the rest. Here are some other suggestions.

- Read job advertisements for information
- Read articles in the Careers and Business sections of your local newspaper.
- Keep files on occupations that interest you.
- Ask family and friends to clip articles for you.
- Let your fingers do the walking to the Associations section of the Yellow Pages for business and professional associations which can give you printed information.
- Look at Calendars of post-secondary institutions for educational and training requirements.
- Contact teaching departments of these institutions for additional materials and information.
- Ask your librarian to help you find career information.
- Consult the most recent Prince Edward Island Handbook of Labour Market Outcomes which shows how well previous graduates did in obtaining a job.
- Don't forget that biographies and autobiographies of famous people often vividly describe their work and lifestyles.

INTERVIEWING

After you have done some background reading about various occupations which interest you, talk to people who can tell you more about them. People are usually delighted to talk about their work.

Here are a few points to keep in mind when interviewing:

- Contact the personnel managers of firms or businesses that employ workers in areas that interest you. See if they could arrange for you to talk to some of the workers.
- Take a tour of the companies' offices or plants.

- Talk to instructors who teach in areas of your interest.
- Tell family and friends of your interests. They may know of someone you could talk to who works in the area.
- Look at page 10 to give you some ideas about what questions to ask.
- Get several viewpoints so you get a true picture of the occupation.

WORKING

Being able to observe first-hand or actually participate in work is a wonderful opportunity to form opinions about it.

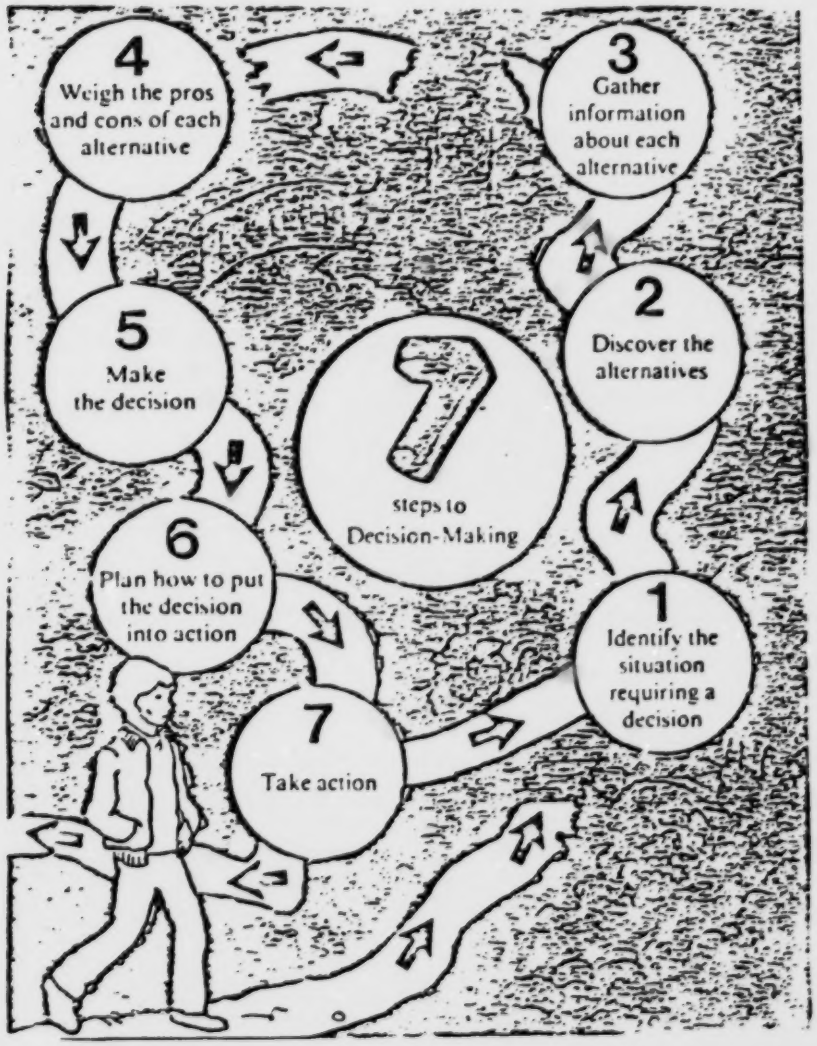
- Try to find summer, part-time volunteer work related to your field of interest.
- When job hunting, try to talk directly to the person who will be doing the hiring.
- Ask family and friends for advice and help when job hunting. Most people get jobs through leads from people they know.

Read about occupations, talk to people working in them and, if possible, work in them yourselves. Then you will be much better able to decide if you would enjoy doing similar work, if you have the personal qualities necessary, if you have or can get the necessary training and, of course, if future employment prospects look reasonable.

KNOWING HOW TO DECIDE

You make career decisions all the time. The courses you choose in junior and senior high school, your choices of summer and part-time jobs, your choices about post-secondary education and training are all "career" choices. The secret of success is to make those choices on the basis of good, solid information.

Making good choices, like good career planning, involves a series of steps. The following diagram will lead you through the decision-making process. Use these steps for a decision you want to make, such as what to do when you finish high school. You'll be surprised how logical decision-making can be.



PUTTING IT ALL TOGETHER

Once you make some firm decisions about your future, you can make some plans about how to reach your goals.

Break down each goal into steps, and take these steps one at a time. Set time objectives for when you want to accomplish each short-term goal or step. Try to foresee problems which could arise and make plans to deal with them. Lastly, take regular stock of your progress to make sure you are carrying out your decisions as you originally planned. And remember, educational planning is just one small part of your overall career planning.

Unless your career path leads directly from high school to a job, you will probably choose to take further education or training -- and that is what the rest of this booklet is about. Information on the institutions you could attend and the programs you could take are included in this "WHERE TO FROM HERE" publication.

There are a number of occupations that are related to school subjects. The following pages present a list of some of the various occupations that are available to you.

For descriptions of the occupations listed below, please see the Canadian Classifications Dictionary of Occupations (CCDO) and the Careers Provinces edition for your Province. Both publications can be found in most school libraries or guidance centres and public libraries.

WHAT WOULD YOU LIKE TO BE

OCCUPATIONS RELATED TO SCHOOL SUBJECTS

BUSINESS EDUCATION

Accounting,
Business Foundations,
Business Machines
Data Processing,
Law,
Marketing,
Procedures,
Record Keeping
Shorthand
Accounting Clerk
Actuarial Clerk
Admitting Officer
Audit clerk

Bank teller
Billing Clerk
Bookkeeper
Box office Manager
Brokerage Clerk
Business Education Teacher
Business/office Machine Operator/Repairer
Cashier
Clerk Typist
Computer Operator
Correspondence Clerk
Court Reporter
Credit Clerk/officer

Data control/entry clerk
Desk Clerk (hotel,motel)

File Clerk
Floor/house Manager
Health Record Technician
Information Clerk
Land Titles Examiner
Law Clerk
Legal Assistant
Letter Carrier
Loans Officer
Mail Clerk/Distributor
Medical Record Librarian
Medical Transcriptionist
Meter Reader
Microfilm-Records Searcher
Office Clerk
Payroll Clerk
Personnel Clerk
Post Office Clerk
Premium Rater
Price Marker
Promotion Clerk
Public Relations Agent/Director
Purchasing Agent
Receptionist
Salesperson
Secretary (legal, medical, Executive)
Shipping and Receiving Clerk
Stenographer
Stock Clerk
Switchboard/Telephone Operator
Theatre Manager
Ticket Agent

Traffic Assistant/Clerk
Radio and television
Travel Agent
Typist
Utilities Clerk

FINE ARTS

ART

Architect
Art Dealer/salesperson
Art Gallery Manager/
director
Art Teacher
Artist (commercial,
craft, fine, graphics
Cartoonist
Designer (clothing, costume,
exhibit, graphic, industrial
interior, stage-set)
Jewellery designer
Layout Planner
Painter
Photographer (commercial,
freelance, portrait)
Sculptor
Technical Illustrator
(medical)

DRAMA

Actor, Actress
Casting officer
Cinematographer
Clown
Comedian
Costumer, wardrobe
supervisor
Director (artistic/stage,
broadcast, motion-picture,
musical)
Dramatics Arts Teacher
Film Distributor/Manager
Film Editor
Film maker
Lighting designer
Magician
Producer (broadcast,
motion-picture, stage)
Production Assistant/manager
Script Assistant
Set Decorator
Stage hand
Stage Manager
Ventriloquist

MUSIC

Accompanist
Arranger of music
Choreographer
Church organist
Composer
Conductor, maestro
(choral, musical, symphony)
Dance instructor/teacher
Dancer (ballet, chorus)
Director (choral, music)
General manager
Music agent/contractor
Musical instrument
manufacturer/repairer/
sales clerk
music consultant
music copyist
Musician
Music librarian
Musicologist
Music publisher
Music teacher
Music therapist
Orchestrator
Piano tuner/technician
Retain music dealer
Singer, Soloist, vocalist
(concert, contemporary,
opera)
Songwriter
Vocal Coach

HOME ECONOMICS

Clothing, Textiles, Food
Science, Modern Living

Advertising analyst
Clothes Designer
Clothing and textiles buyer
Clothing boutique manager/
sales person,
Consultant (clothing
boutique, family planning,
fashion, food, home furn-
ishings, home management)
Demonstrator, lecturer

(crafts, fashion, food)
Dietitian
District home economist
Dressmaker, seamstress
Fabric or fashion department manager
Family Life Educator
Food chemist
Food product tester
Food Service Manager
Furrier
Handicrafts instructor
Home economist teacher
Home economics technologist (consumer/household goods, food, textiles)
Home economist
Homemaker
Home Service Director
Interior decorator
Manufacturer of fabrics fashions or patterns
Milliner
Nutritionist
Occupational Therapist
Patternmaker
Tailor
Upholsterer
Weaver

INDUSTRIAL EDUCATION

CONSTRUCTION AND FABRICATION

Boilermaker
Bricklayer
Builder
Building inspector/superintendant
Cabinetmaker
Carpenter
Carpet layer
Cement Mason, concrete and cement finisher
Derrickhand
Downhold tool operator
Elevator Constructor
Floorcovering mechanic
Gasfitter
Glass cutter/worker, glazier
Insulator
Ironworker
Jigsaw operator
Lather
Locksmith
Machinist
Millwright
Painter and Decorator
Plasterer
Plumber
Power Tong operator
Prop maker, set builder
Roofer
Sheet Metal Mechanic/worker
Sprinkler Fitter
Stationary engineer
Steamfitter
Steel Fabricator
Tile setter
Tool designer/grinder
Welder
Window Cleaner

ELECTRICITY/ELECTRONICS

Air conditioning and refrigeration technician
Appliance servicer
Broadcast maintenance technologist
Communications electrician
Electrical Mechanic
Electrician
Electronic technician
Office machine service representative
Oil/gas field production operator
Oil/gas pipeline operator
Power electrician
Radio production technician
Recording Sound engineer
Seismic driller/observer shooter/vibrator operator
Well service pump equipment operator
Wireline operator

HORTICULTURE

Floral arranger
Florist
Fruit grower
Greenhouse/nursery operator
Groundskeeper

Horticulturist
Landscape gardener
Log grader/scaler
Logger, faller, woodworker
Market Gardener, vegetable grower
Nursery/greenhouse worker
Timber cruiser
Tree harvester operator
Tree planter

MECHANICS

Agricultural/farm equipment mechanic
Aircraft mechanic
Autobody Mechanic
Bucketwheel Excavator operator
Bulldozer Operator, cat skinner
Derrickhand/worker
Diesel mechanic
Dragline operator
Heavy duty equipment mechanic/operator
Instrument Mechanic
Motor mechanic
Motorhand
Oil/gas field production operator
Oil/gas pipeline operator
Oil sands converyor operator
Parts clerk
Refrigeration Mechanic
Roughneck, floorhand
Small Engine Mechanic
Transport refrigeration mechanic
Water well driller

PERSONAL SERVICES

Aesthetician, beautician
Baker
Bartender
Cafeteria Manager, Assistant Restaurant Manager
Caterer
Chambermaid/houseman
Chef, cook
Cosmetologist
Dietary Aide
Dry cleaner, laundry worker
Electrologist
Emergency Medical technician
Hairstylist
Home health aide
Homemaker, housekeeper
Institutional aide/service worker
Make-up artist
Model
Service Station attendant/ manager
Waiter, Waitress

TELEVISION CRAFTS

Audio operator
Camera operator
Lighting/special effects technician
Master Control operator
Studio assistant
Switcher
Television director, producer
Videotape recorder (VTR) Operator

VISUAL COMMUNICATIONS

Architectural technician/ technologist
Artist (commercial, graphic)
Bookbinder
Cartographer
Compositor, typesetter
Draftsperson
Electrotyper
Engraver
Film Developer
Lithographer
Phogoengraver
Photographic technician
Photogrammetrist
Phototypesetter Operator
Platemaker
Printer
Sign Painter, signwriter
Silkscreener
Vocational/industrial education teacher

LANGUAGE ARTS

COMMUNICATIONS, ENGLISH LITERATURE READING

Advertising copywriter
Air traffic controller
Announcer, broadcaster radio and television
Auctioneer
Critic (Art, drama, music)
Editor (book, news)
Editorial assistant
English/literature teacher
Journalist
Lecturer, speaker
Lexicographer
Librarian
Library assistant/clerk/ technician
Literary writer, author (fiction/ freelance/ non fiction/script/ technical)
Poet
Proofreader
Reporter
Script Reader
Speech Therapist

MATHEMATICS

Accountant
Actuary
Advertising executive/ salesperson
Auditor
Bank Manager, Banker
Broadcast account executive
Business administrator/ executive
Claims adjuster, appraiser
Computer Programmer
Credit Manager/officer
Cryptanalyst
Data processor
Engineer (see Science for specialties)
Financial analyst
Highway-scale operator
Instrument person, surveyor
Insurance adjuster/agent/ salesperson
Investment Analyst/officer
Marketing analyst/researcher
Mathematician
Mathematics teacher
Operations-research analyst
Programmer (engineering, scientific)
Purchasing agent/buyer/ manager
Statistical technician
Statistician
Stock broker

PERSONAL DEVELOPMENT

DRIVER EDUCATION

Ambulance driver
Bus driver (city, commercial, school, tour)
Chauffeur
Delivery driver
Driver training instructor
Furniture/appliance mover
Heavy equipment operator
Messenger, courier
Race-car driver
Seismic line driver
Taxi driver
Truck driver

PHYSICAL EDUCATION

Activity leader
Athletic coach/instructor/ trainer
Attendant (golf-range, ski-lift)
Clocker
Director (aquatic, athletic, camp)
Diver (underwater)
Fitness consultant/instructor/ specialist
General manager (recreation, sports, team)
Golf/Ski/Tennis or other pro
Gymnastics instructor
Kinesiologist
Lifeguard
Outdoor educator
Physical Education teacher
Physiotherapist, exercise therapist
Playground supervisor
Professional sports athlete (baseball, basketball, football, hockey, Soccor player)
Program director/supervisor

Recreation analyst/planner
Recreation consultant/director/ leader
Recreation facility operator
Recreation therapist
Referee
Salesperson (sports equipment and supplies, hospital equipment and supplies)
Scoreboard operator
Scout
Ski patrol person
Sports and recreation administrator/consultant/ co-ordinator
Sports commentator
Sports official
Sports writer
Starter
Timekeeper
Umpire

SCIENCE

AGRICULTURE, BIOLOGY, CHEMISTRY, PHYSICS

Aerial applicator/survey operator
Agrologist
Air piolet, flight engineer
agronomist
anaesthetist
Anatomist
Animal Health technician
Apiarist, beekeeper
Arborist, Tree expert
Artificial inseminator
Assayer
Astronomer
Audiologist
Bacteriologist (fishery, food, industrial, medical, pharmaceutical, soil)
Biochemist
Biologist
Biology teacher
Biostatistician
Bitumen Extraction or Upgrading plant operator
Botanist
Breeder (horses, livestock)
Buyer (grain, livestock)
Cardiologist
Chemist
Chemistry teacher
Chiropractor
Crime laboratory technician
Curator (zoo)
Cytologist
Dental assistant/hygienist
Dental laboratory technician
Dental mechanic
Dentist
Dermatologist
Diagnostic medical Stenographer
Dietary technician
Dietitian
Directional driller
District agriculturalist
Doctor, physician
ecologist, conservationist
Electrocardiograph technician
Electroencephalograph technologist
Embalmer
Embryologist
Engineer (aeronautical, architectural, chemical, civil, electrical, electronics, geological, industria mechanical, metallurgical, mineral mining, nuclear, petroleum)
Entomologist
Exterminator
Farm hand/worker/manager
Farm machinery operator/parts person/sales representative
Farmer (beef cattle, dairy,fur, grain, poultry, sheep, sod, swine)
Feedlot operator
Feedmill employee
Fish and Wildlife (biologist/officer/ technician
Fisherman/women
Flying/ground school instructor
Forester
Forest ranger/technician
Gas plant operator
Gemologist
Geneticist
Geologist
Geophysicist
Grain elevator manager
Herpetologist
Hunter
Hydrocarbon mud logger
Hydrologist
Immunologist
Industrial hygienist
Inhalation therapy technician
Inspector (agricultural commodity, livestock, poultry farm)

Instrument Technician
Internist
Laboratory Assistant/Technician
Limnologist
Medical laboratory technologist
Metallurgist
Meteorologist
Microbiologist
Mineralogist
Morphologist
Mycologist
Naturopath
Navigator, Marine engineer
Neurosurgeon
Nuclear Medicine Technologist
Nurse
Nursing Assistant
Obstretrician
Oceanographer
Ophthalmic Medical Assistant
Opthalmologist
Optician, Ophthalmic dispenser
Optomotrist
Orthodontist
Osteopath
Otolaryngologist
Paediatrician
Paleontologist
Parasitologist
Pathologist (animal, medical, plant)
Perfusionist (cardiovascular)
Pharmacist, druggist
Pharmacologist
Physicist
Physics Teacher
Physiologist
Physiotherapist
Podiatrist
Prospector
Prosthetist-orthotist
Psychiatrist
Public Health Inspector
Radiation Therapy technologist
Radiologist
Refinery process operator
Respiratory Technologist/Therapist
Scientist (agricultural, atomic, food, forestry, nuclear, research)
Seismologist
Speech Therapist/pathologist
Surgeon
Taxidermist
Taxonomist
Technician, Technologist (agricultural, biochemical, chemical, food, forest products, geological, geophysical, hydrology, medical, meteorological, microbiological, textile, water purification)
Toxicologist
Trapper
Veterinarian
Veterinary Assistant
Virologist
Weather chart preparer
X-ray technician
Zoologist

SECOND LANGUAGES

FRENCH, GERMAN, LATIN, UKRAINIAN

Customs examiner
Diplomat
Export clerk
Flight attendant, purser
Foreign correspondent
Foreign service officer
Immigration officer
Interpreter
Languages teacher
Linguist
Missionary
Philologist
Tour escort, travel guide
Translator

SOCIAL STUDIES AND SOCIAL SCIENCES

Anthropologist, ethnologist
Archaeologist
Archivist
Childcare Worker
Classification/correction officer
Clergyperson, minister, priest rabbi
Community correction worker/ release officer
Company training representative
Conservator, restorer
Counsellor (educational, employment, rehabilitation)

Criminologist
Demographer
Economist
Genealogist
Georgapher
Historian
Interpretive Naturalist
Judge
Lawyer, Barrister
Living Unit Officer
Museum Aide/technician
Museum curator
Park Ranger/warden
Planner (park, urban and Regional)
Parole Officer
Patent agent
Personnel Manager
Police Officer/constable
Political Scientist
Politician
Private Investigator detective, undercover agent
Probation Officer
Professor (anthropology, geography, history, law, political science, phsycology, sociology)
Psychologist (clinical, educational, experimental, industria social)
Social Service Worker
Social Studies teacher
Social Worker
Sociologist
Staff training and development officer
Stamp/coin dealer

Thus, making a career decision involves exploring your interests, knowing yourself, exploring an occupation and making a career decision. For some of the occupations, there are training and education programs available on Prince Edward Island to prepare you for your chosen career.

The following sections summarize four types of education and training that are available to you.

- apprenticeship training
- college post secondary
- university
- vocational high school

In the college and vocational high school section, a Canadian Classification and Dictionary of Occupations code number has been assigned to the occupation. If you wish you can find more information on the Occupations in the Canadian Classification and Dictionary of Occupations which is probably available in your library.

DEPARTMENT OF LABOUR

APPRENTICESHIP TRAINING

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APPRENTICESHIP TRAINING

BACKGROUND

The Apprenticeship Program is administered by the Prince Edward Island Department of Labour, based on the requirements of the Apprenticeship and Trades-men's Qualification Act.

The Apprenticeship system provides a person entering a trade, with an opportunity to work side by side with an experienced and qualified trades person in order to learn from him/her, as well as to enter an in-school program to receive classroom training that is not available on the job site.

Persons normally enter an apprenticeship program after completion of a pre-apprenticeship course at a Vocational High School or Community College. For example, a person upon completion of a Vocational High School course in Motor Vehicle Repair (as outlined on Page 81) would secure employment with an automobile dealership, enter an apprenticeship program to complete his/her training as a Motor Vehicle Mechanic.

Successful completion of an apprenticeship program will lead to certification as a qualified tradesperson in the Province of Prince Edward Island, and in trades/occupations listed on the following two pages as having "Red Seal" Inter-provincial status the certification is on a national basis.

SUBJECT AREAS

Below is a list of the apprenticeable trades on Prince Edward Island:

NO.	TRADE/OCCUPATION	1 TRAINING SYSTEM	TERM IN HOURS	/YEARS	2 RED SEAL	3 IN-SCHOOL TRAINING
01	Boilermaker	T	8000	4	Inter-Prov.	OP
02	Bricklayer	T	6000	3	Inter-Prov.	P
60	Cabinet Maker/Interior Finish	M	8000	4		P
65	Bus & Transport	T	8000	4		OP/P
03	Carpenter	M	8000	4	Inter-Prov.	P
05	Cook	M	6000	3	Inter-Prov.	P
61	Drafting		8000	4		OP/P
04	Electrician (construction)	M	8000	4	Inter-Prov.	P
07	Electrician (industrial)	M	8000	4	Inter-Prov.	P
64	Farm Equipment Mechanic	T	8000	4		P
69	Heating, Ventilating, Air Conditioning	T	8000	4	Inter-Provin.	P
08	Industrial Instrument Mech.	T	8000	4	Inter-Prov.	OP
09	Industrial Mechanic (Millwright)	T	8000	4	Inter-Prov.	OP
10	Lineman	T	8000	4	Inter-Prov.	OP
11	Machinist	M	8000	4	Inter-Prov.	OP/P
66	Motorcycle Mechanic		6000	3		
13	Motor Vehicle Mechanic	M	8000	4	Inter-Prov.	P
12	Motor Vehicle Repair (Body)	M	8000	4	Inter-Prov.	P
62	M.V.R. (Electrical & Fuel)	M	6000	3		P
63	M.V.R. (Transmission)	M	6000	3		P
14	Oil Burner Mechanic	M	6000	3	Inter-Prov.	P
15	Painter & Decorator		5000	3	Inter-Prov.	OP
16	Plumbing	T	8000	4	Inter-Prov.	P

NO.	TRADE/OCCUPATION	1 TRAINING SYSTEM	TERMS IN HOURS/YEARS		2 RED SEAL	3 IN-SCHOOL TRAINING
17	Radio & T.V. Repair		8000	4	Inter-Prov.	OP
18	Refrigeration & Air Conditioning	M	8000	4	Inter-Prov.	P
71	Secretary	Program Being Developed				P
A68	Service Station Mechanic	M	4000	2		P
67	Small Equipment Repair		6000	3		OP/P
19	Sheet Metal	T	8000	4	Inter-Prov.	OP/P
20	Sprinkler System Installer	T	8000	4	Inter-Prov.	OP
21	Steamfitter/Pipe Fitter	T	8000	4	Inter-Prov.	OP
22	Welder	M	6000	3	Inter-Prov.	P

1. See following pages for a description of the differences between traditional and modular training. Trades without a T (traditional) or M (modular) do not have a formal in-school training program established in this province, thus they are denoted as having no program on Prince Edward Island.

2. For those noted as being interprovincial trades, this means that upon completion of the apprenticeship program or equivalent experience, a tradesperson could write an interprovincial exam. If the tradesperson passes the exam then they are issued a read seal which is recognized in every province in Canada and is an indicator of a certified or qualified journeyman.

3. In-school training is available outside the province, for those trades that are denoted by an OP (out of province) and inside the province for those denoted with a P.

TRAINING SYSTEMS

TRADITIONAL

Under the traditional system an apprentice is locked into a fixed term of apprenticeship (3 years or 4 years).

The in-school component is also of a fixed duration (4 weeks or 6 weeks) and the course material to be covered is laid down for each in-school session. All apprentices attending a session must cover the same material.

A large percentage of the time during each session is devoted to theory instruction only.

No provision is made for the more advanced apprentice to complete early.

MODULAR

Under the modular (individual performance based) system the term of apprenticeship is flexible. Each apprentice's abilities are considered on an individual basis.

This allows for those who have the ability and work experience to complete their terms in less than the normal three or four years.

The in-school component can also be flexible. Usually apprentices will be scheduled for a fixed period. However, each apprentice is on an individual program, and depending on his/her requirements may spend less or more time than normally scheduled.

Apprentices are periodically assessed by the employer.

When it is determined that a person has covered the skills on the chart to the required level, the final examination is administered.

PREREQUISITES

The three conditions that must be met by all persons wishing to become registered as apprentices are:

1. be at least 16 years of age
2. have completed Grade X or its equivalent
3. be employed in a designated trade with a suitable employer

Apprenticeship is open to all who meet the above conditions. There is no upper age limit; both males and females are eligible. Previous trade of work experience is not necessary.

ADMISSION PROCEDURES

The procedure to be followed to register as an apprentice in any one of the designated trades/ occupations is as follows:

A) The Candidate completes an "Application for Apprenticeship" form (sample attached) and mails or hand delivers it to the PEI Department of Labour, Box 2000, Charlottetown, PEI C1A 7N8

B) The application is reviewed by the apprenticeship officer who verifies the suitability of the candidate and of the employer to train an apprentice.

C) From the approved application, a "Contract of Apprenticeship" and "Apprenticeship Record Book" are prepared by the PEI Department of Labour staff.

D) The apprenticeship officer then takes the Contract and Record Book to the job site for the apprentice's and employer's signature.

When the apprentice is properly registered, a training plan is developed. This will include both on-the-job and in-school components. In school sessions will be scheduled, as required, to provide the apprentice with the necessary knowledge and skills that are not easily obtained on the job site. The progress of the apprentice, both on-the-job and in-school, is monitored by field workers.

PROVINCE OF PRINCE EDWARD ISLAND

MANPOWER DEVELOPMENT SECTION

DEPARTMENT OF LABOUR

Application for Apprenticeship in the Trade of _____

Name _____

Address _____

_____

Parent
Guardian _____

Address _____

_____

SAMPLE

SOCIAL INSURANCE NUMBER _____

TELEPHONE NUMBER _____

DATE OF BIRTH

DAY	MONTH	YEAR	AGE

EDUCATIONAL EXPERIENCE

	SCHOOL - LOCATION	SUCCESSFULLY COMPLETED	
		GRADE	YEAR
ACADEMIC			
VOCATIONAL			
TECHNICAL			
OTHER			

WORK EXPERIENCE

PRESENT EMPLOYER _____ DATE OF COMMENCEMENT _____

ADDRESS _____

PREVIOUS EMPLOYMENT

NAME OF FIRM	TYPE OF WORK	LENGTH OF EMPLOYMENT

Signature _____ Date _____

Forward to: Manpower Development Officer,
Department of Labour,
Box 2000,
Charlottetown, P.E.I.

COLLEGE POST-SECONDARY EDUCATION

HOLLAND COLLEGE

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HOLLAND COLLEGE

COLLEGE POST-SECONDARY EDUCATION

Prince Edward Island has one community college with Centres across the Island.

Royalty Centre,
Enman Crescent,
West Royalty, PEI
C1A 7N9

Charlottetown Centre,
Weymouth Street,
Charlottetown, PEI
C1A 4Z1

Summerside Centre,
425 Granville Street,
SUMMERSIDE, PEI
C1N 3C4

West Prince Centre,
P.O. Box 37,
Elmsdale, PEI
C0B 1K0

St. Eleanors Centre,
23 South Drive,
St. Eleanor's, PEI
C1N 3Y6

Waterfront Centre,
100 Water Street,
Summerside, PEI
C1N 1A9

Montague Centre,
Main Street,
P.O. Box 939,
MONTAGUE, PEI
C0A 1R0

Holland College has a rather unique system of instruction. The approach used is called STEP (Self Training and Evaluation Process). The objective of the STEP program is to enable you to

assume responsibility for your own development while acquiring skills required to enter wage-earning employment.

PRINCIPLES ON WHICH STEP IS BASED:

- Skills required in an occupational field shall be identified by persons in the field.

- Students are responsible for their own progress and instructors are accountable for student progress.

- Learning shall be stressed instead of teaching.

- The role of the instructor shall be to assess, diagnose, prescribe, tutor, but not to be the sole conveyor of information.

- Programs shall be individualized (personalized) to the full extent that resources allow.

- Evaluation shall be as realistic and meaningful as possible in keeping with evaluation in the work environment.

- Students shall be able to enter and exit from a program at any time.

- Credit shall be given for previously acquired skills.
- Ratings are based only on performance.
- Students shall evaluate their own performance prior to confirmation by an instructor.
- Students shall be able to continue their learning program in a systemic way even after leaving the College.

A student may obtain a certificate in each of the following program areas:

PROGRAMS	PROFILES
Accounting	Accounting Technician Bookkeeping Technician Junior Bookkeeper
Architectural Technology	Architectural Technician Sales Manager Trainee
Business Administration	Business Manager Trainee
Commercial Design	Silk Screen Technician Graphic Designer Sign Writer Mechanical and Paste-up Artist Layout Artist Display Artist
Construction Technology	Site Surveyor Quantity Surveyor Assistant Building Inspector Lab and Field Technician General Technician
Dental Assisting	Dental Assistant (Intra-Oral)
Early Childhood Education	Child Development Worker Integrated Child Development Worker Day Care Administrator

PROGRAMS	PROFILES
Electronics	Electronics Technician
Energy Systems Technology TECHNOLOGIST	Energy Systems Energy Audit Technician
Environmental Technology	Environment Technician
Fabric Arts	Production Sewer
Fisheries Technology	Fisheries Technician
Hospitality Service	Food Operator Front Desk Clerk Bar Supervisor Hotel/Motel Housekeeper Night Auditor
Journalism	Radio News Reporter Newspaper News Reporter
Leather	Leather Worker
Legal Secretary	Legal Secretary
Medical Support Services	Medical Secretary
Mental Retardation	Mental Retardation Worker Level I
Office Studies	Stenographer
Photographer	Practical Photographer
Police Technology	Cadet Constable
Programmer Analyst	Programmer Programmer/Analyst
Property Appraising	Rental Estate Appraiser Property Management
Pottery	Potter Apprentice
Resources Planning	Planning Technician
Retail Merchandising	Retail Management Trainee
Secrétariat Français	Stenographé
Weaving	Apprentice Weaver
Wood	Craftsman Apprentice

COURSE: (Post-Secondary) ACCOUNTING TECHNOLOGY
(4131)

DURATION: Up to two years

PREREQUISITES: Grade 12 or the equivalent

COURSE DESCRIPTION:

The Accounting Technology Program is designed to provide the student with a thorough working knowledge of double-entry bookkeeping and related accounting functions up to and including the preparation and analysis of financial reports. This will enable the student to maintain a complete set of accounting records in most situations. Subject areas are designed to assist students to: Operate accounting systems, utilize business machines and computers, participate in managerial functions, prepare and analyze financial reports, apply business math and statistical calculations, manage government taxation and levy returns, identify business law, apply economics to business decisions, communicate information, practice human relations in business.

POSSIBLE AREAS OF EMPLOYMENT:

Industry
Service Businesses
Merchandising Concerns
Manufacturing Enterprises
Government
Provincial
Federal
Municipal
Crown Corporations
Accounting and Tax Service Firms
Chartered Banks
Trust Companies

LOCATIONS:

Charlottetown Centre
St. Eleanor's

COURSE: (Post Secondary)

BUSINESS ADMINISTRATION (5130)

DURATION: Up to two years

PREREQUISITES: Grade 12 or the equivalent

COURSE DESCRIPTION:

The Business Administration Program will introduce the student to business skills in administrative functions that will allow for the immediate acceptance of responsibility upon employment. It is designed to assist students to manage and develop employees, organize for effective work environment, participate in general office procedures, operate accounting systems, manage financial resources, physical resources, operate sales and promotion, participate in advertising and marketing activities and manage purchasing operations.

POSSIBLE AREAS OF EMPLOYMENT:

Government
Federal
Provincial
Municipal
Crown Corporations
Banks and Lending Institutions
Industry
Manufacturing
Service
Merchandising
Real Estate
Hospitality
Self Employment

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary) Commercial Design (2163)

DURATION: Two years

PREREQUISITES: Grade 12 or the equivalent

COURSE DESCRIPTION:

The Program will develop technical skills and imaginative concepts. It will provide students with an appropriate environment to pursue their specialty. Subject areas include: manage art operation, letter and use typography, produce graphics, draw, shade and render colour and paint, use photography, apply texture and materials, create functional designs, compose, design for and co-ordinate production and analyze and define design problems.

POSSIBLE AREAS OF EMPLOYMENT:

Graphic Arts Industry
Interior Design
Photographic Arts
Fashion Design
Advertising and Layout

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary)

CONSTRUCTION TECHNOLOGY (8796)

DURATION: Two years

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The course will enable graduates to perform successfully within the broad parameters of the construction industry. To stress the importance of control, inspection, co-ordination and costs pertaining to all types of structures. The program is designed to assist the student to identify, select and control application of construction materials, interpret basic designs and apply sound construction principles, select and maintain construction tools and equipment, produce, read and interpret drawings and specifications, survey and apply construction laws, codes, regulations and interpret, apply contract documents, perform tests and inspections, plan, co-ordinate, schedule and control projects, take off quantities and estimate costs, select, train and supervise personnel, maintain efficient office and administrative procedures.

POSSIBLE AREAS OF EMPLOYMENT:

Quality Surveyor
Contractors
Building Suppliers
Inspector
C.M.H.C.
Public Works
Fire insurance
Engineers' consultants
Surveyor
Heavy Construction Contractors
Lab Technician
Highways
Testing Companies
Ready Mix & Asphalt Plants
General Technician
Contractors
Sub-Contractors
Service Contractors

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary) DENTAL ASSISTING (3157)

DURATION: One year

PREREQUISITES: Grade 12 or equivalent. It would be considered an asset, but not a requirement, for students to have two sciences and typing in high school.

COURSE DESCRIPTION:

The Dental Assisting Course trains students in various duties of dental assistant/receptionist, with special emphasis on extra-oral procedures. The students are also training in intra-oral procedures which are in accordance with the present conception of the expanded duties of dental auxiliary. The program is designed to assist students to: participate in general office procedures, perform intra-oral clinical procedures, prepare set-up trays, use and maintain standard dental materials and equipment, participate in laboratory procedures, and perform X-ray procedures.

POSSIBLE AREAS OF EMPLOYMENT:

Provincial Dental Health Division - Mobiles
Private Dental Offices
Dental Assistant School (Dalhousie, N.S.I.T. and Holland College)
Armed Forces
Dental Clinics
Children's Hospitals and Mental Hospitals

LOCATION:

Charlottetown Centre

COURSE: (Post Secondary)

EARLY CHILDHOOD EDUCATION (6149)

DURATION: Up to two years

PREREQUISITES: Grade 12 or the equivalent

COURSE DESCRIPTION:

The course will develop in students the attitudes and skills necessary for the effective development of young children. The program is designed to assist the student in developing skills in the following areas: Appropriate personal and professional qualities, effective communication, evaluation and development of an educational philosophy, observation, recording, and interpretation and evaluation of child development and behavior, integration and implementation of early childhood programs, development of program materials, meeting the needs of exceptional children, and administering early childhood programs.

POSSIBLE AREAS OF EMPLOYMENT:

Day Care Centres
Kindergartens
Family Day Care Centres
Integrated Child Development Programs
Child Development Institutions
Hospitals
Private Home Care
Recreation Programs
Headstart Programs
Playschool Groups

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary) ELECTRONIC TECHNOLOGY (2165)

DURATION: Up to two years, dependent on individual ability and motivation

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The program will give individuals the skills necessary to enter industry as electronic technicians and technologists. Subject areas include: identify, select and handle electronic components, select and apply tools and testing equipment, analyze electronic circuit and systems test, maintain and calibrate electronic equipment, design and develop electronic circuits and equipment, plan and control work methods, interpret and communicate technical information, apply mathematics and science concepts.

POSSIBLE AREAS OF EMPLOYMENT:

Telecommunications Companies
Telephone Companies
Tadio, T.V., Broadcasting
Government Agencies
Marine Electronic Services
Industrial Electronics - leading to employment as a technician with organizations such as:
Manufacturing and Processing Firms
Electric Utilities
Resource Exploration
Home Entertainment Electronics - leading to employment as a technician with organizations such as:
Home Entertainment Sales & Service Businesses
Radio, T.V. Manufacturing Companies
Self Employment
Computer and Business Machines - leading to employment as a technician with organizations such as:
Computer Maintenance Companies
Business Machine Firms
Audio Visual and Educational Equipment Companies
Electronic Technologist - leading to employment as technologists with organizations such as:
Research Institutes
Electronics Design and Development Companies
Electronics Production Companies

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary)

ENVIRONMENTAL TECHNOLOGY (2165)

DURATION: Two Years

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The program will introduce prospective Environmental Technicians to basic ecological principles; and to collecting and analyzing soil, air and water samples. It will assist students to: identify and react to environmental problems, set-up, operate and maintain instruments and equipment, collect and record field data, perform laboratory procedures, identify and react to occupational hazards, utilize maps, air photos and blueprints, compile and analyze data, and communicate effectively.

POSSIBLE AREAS OF EMPLOYMENT:

Most Environmental Technicians are now employed by various provincial and federal government agencies. Their specific duties vary accordingly from agriculture or solid waste disposal, to fisheries and wildlife. Municipalities are hiring technicians in water and wastewater treatment facilities. As new legislation is applied to private industries such as mining, pulp and paper production, and food processors, employment of technicians is increasing in non-governmental areas.

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary)

HOTEL/MOTEL/RESTAURANT OPERATIONS (6130)

DURATION: Related to the objectives of the individual

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The program is designed to assist to: recognize and provide for guest services, select, train and supervise staff, manage front desk operations, operate and maintain beverage service, operate and maintain food production, manage housekeeping activities, plan and develop purchasing procedures, manage and control cost of operations, plan and organize service areas, plan and organize promotional activities, analyze, implement and control sanitation programs, set up and control maintenance and safety programs, interpret and apply government regulations.

POSSIBLE AREAS OF EMPLOYMENT:

Hotels
Motels
Resorts
Restaurants
Beverage Operations
Related Areas of the Travel and Hospitality Industry

LOCATION:

Charlottetown Centre

COURSE: (Post Secondary)

LEGAL SECRETARY (4111)

DURATION: 15 Months

PREREQUISITES: Grade 12 or equivalent; plus basic skills

COURSE DESCRIPTION:

The course is designed to assist students who have attained a specific level of proficiency in typing, shorthand, and written communication to acquire the necessary skills and knowledge to prepare them for positions in law offices and related areas. The program will also assist students to: develop self-presentation; operate business machines; set up and maintain filing systems; perform basic bookkeeping functions; type and transcribe; select and prepare property transaction documents; compile family law; complete commercial documents; organize and prepare written communications; and organize and manage office.

POSSIBLE AREAS OF EMPLOYMENT:

Lawyer's Offices
Government Legal Departments
Corporation and Municipal Offices
Courts
Police Related Services
Real Estate Offices
Mortgage Offices
Insurance Offices

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary)

MEDICAL SUPPORT SERVICES (4111)

DURATION: 15 months, including basic skills listed below

PREREQUISITES: Grade 12 or equivalent plus basic skills

COURSE DESCRIPTION:

The Medical Support Services course will assist students who have attained a specific level of proficiency in typing, shorthand and written communication to acquire the necessary skills and knowledge to prepare them for positions in Medical Related Offices. The program will assist students to; type and transcribe; prepare and handle correspondence; set up and maintain filing system, perform basic bookkeeping functions; operate and maintain equipment; read and interpret medical information; prepare medical records and information; assist in office management and supervise and develop staff.

POSSIBLE AREAS OF EMPLOYMENT:

Hospitals
Private Offices (G.P. or Specialist)
Laboratories
Medical Schools
Research Institutions
Colleges
Health Organizations (Private, Voluntary Government)
Publishing
Pharmaceutical
Armed Services
Veterinary Offices and Schools
Clinics
Health Foundations
Chiropractitioners
Insurance Agencies

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary)

MENTAL RETARDATION WORKER (2333)

DURATION: 11 Months

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The Mental Retardation worker program will provide students with training which will qualify them to enter the broad range field of mental retardation as entry level workers. Skills are developed through a combination of seven months in the academic setting and an additional four months in practical on-the-job training. Subject areas include: orientation to mental retardation and related disabilities, communication and counselling skills, planning, developing, implementing and evaulating individual teacher/training programs, normal and abnormal growth and development, values relevant to human services, behavior management technology, application of broad human service principles.

POSSIBLE AREAS OF EMPLOYMENT:

Persons with the above skills are qualified for employment in a wide variety of government and private agencies serving mentally retarded persons. Most acquired skills are transferable to working with a wide range of other disadvantaged groups.

LOCATION:

Charlottetown Centre

COURSE: (Post-Secondary) OFFICE STUDIES (4110)

DURATION: 9-15 months

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION: The program provides the desirable skills and knowledge to prepare students (male and female) for a wide variety of positions in the business and professional fields. The program is also designed to provide students with an appropriate environment to pursue a specialty. The course is designed to assist students to: operate business machines, type and transcribe, assist in managing executive's work, supervise and train staff, organize and maintain office environment, correspondence and files, perform basic bookkeeping functions, organize and prepare written communication and coordinate research and develop executive's presentation.

POSSIBLE AREAS OF EMPLOYMENT:

Crown Corporations
Government Agencies
Insurance Companies
Utility Companies
Wholesale and Retail Firms
Finance Companies
Real Estate Offices
Manufacturing Firms
Educational Institutions
Media Centres
Professional Offices

LOCATIONS:

Charlottetown Centre
Montague Centre
St. Eleanor's Centre
West Prince Centre

COURSE: (Post-Secondary) PHOTOGRAPHY

DURATION: Two year

PREREQUISITES: Grade 12 or equivalent

COURSE:

The course is designed to give the student a very broad basic knowledge of photography, using intensive resource materials and on-the-job environment. Short-term programs can be created from the basic program materials to upgrade the student in any desired area of the field, when required. Emphasis will be on practical working experience. The Program is designed to assist students to select, operate and maintain equipment, interpret assignments and select appropriate procedures, determine lighting requirements, expose and develop films, develop, print and present photographs, handle and store materials and maintain photographic files, prepare photo-mechanical negatives and positives for lithographic plate, compose and perform multi-media presentation and apply contemporary trends.

POSSIBLE AREAS OF EMPLOYMENT:

Industry
Government
Communications Media
Commercial Studio
Motion Picture
Law Enforcement
Advertising
Public Relations
Medical
Press

LOCATION:

Charlottetown Centre

COURSE: (Post Secondary) POLICE TECHNOLOGY (6115)
(Atlantic Police Acadamy)

DURATION: Twenty weeks

PREREQUISITES: Before being accepted into this course, students will be security cleared, Grade 12 or equivalent, Canadian Citizen, born or resident of P.E.I., N.S., N.B., 19 years of age, good health, Possession of operator's license.

COURSE DESCRIPTION:

The program is designed to assist students to: communicate effectively, identify, select and handle equipment, patrol and maintain security of an area, prepare and maintain records and statistics, conduct investigations, interpret laws and apply powers of arrest, prepare and present evidence in court, organize, manage and operate police services.

POSSIBLE AREAS OF EMPLOYMENT:

Law Enforcement Agencies

LOCATION:

Charlottetown Centre

COURSE:(Post-Secondary) PROPERTY APPRAISING (5172)

DURATION: Two Years

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The course will give the student a comprehensive understanding and practical working knowledge of the Real Estate appraisal process in Urban and Rural Appraisal areas. The program is designed to assist students to: inspect, grade and classify improvements, competency in appraisal theory, capitalization methods and techniques, real estate activities, basic land economics, report writing for mortgage and appraisals, basic building and drafting techniques, basic real estate law and demonstration appraisal report application.

POSSIBLE AREAS OF EMPLOYMENT:

Federal Government
National Revenue
Public Works
C.N.R.
C.M.H.C.
Provincial Departments of Housing
Assessing, Highways
Trust and Mortgage Companies
Real Estate Brokers and
Appraisers
Insurance Companies (Mortgage Departments)
Fee Appraisers Offices
Power Commissions

LOCATION:

Royalty Centre

COURSE: (Post-Secondary) RESOURCES PLANNING (2319)

DURATION: Two Years

PREREQUISITES: Grade 12 academic or mature student standing is required

COURSE DESCRIPTION:

The Resources Planning Program trains people to work in the field of urban and regional planning. The course is designed to assist students to: apply existing legislation related to planning, gather and compile information, analyze and report data, prepare graphic presentations and maps, conduct on-site inspection and supervision, carry out physical site design, identify resource use conflicts and problems, organize and co-ordinate participation in planning, manage a planning office.

POSSIBLE AREAS OF EMPLOYMENT:

Government Offices
Federal
Parks Canada
Canada Mortgage and Housing Corp.
State and Urban Affairs
Provincial
Regional Planning Commissions
Public Works and Highways
Municipal Affairs
Tourism and Parks
Natural Resources
Environment
Forestry
Agriculture
Housing
Municipal
Planning Boards
Engineering Departments
Industry
Planning Consulting Firms
Engineering Firms
Architectural Landscape Firms
Survey Firms

LOCATION: Charlottetown Centre

COURSE: (Post Secondary) RETAIL MANAGEMENT (5130)

DURATION: One year

PREREQUISITES: Grade 12 or equivalent

COURSE DESCRIPTION:

The course provides students with a functional knowledge of retailing so that on completion of the program, he or she may become a valuable asset to an employer. The students will have obtained an appreciation of the essential requirements for the success of a retail concern. The program is designed to assist the student to: participate in selling, participate in advertising activities, control physical inventory, exercise financial controls, participate in credit management, plan traffic and layout for maximum effectiveness, develop suitable displays, manage buying operations and select, train and supervise staff.

POSSIBLE AREAS OF EMPLOYMENT:

National Retail Store
Small Privately Owned Businesses

LOCATION: Charlottetown Centre

COURSE: (Post-Secondary) SECRÉTARIAT FRANÇAIS (4111)

DURÉE: Peut Varier, selon le programme chaisi par l'etudiant (Voir monographies ci-dessus)

PRE-REQUIS: Une 12 iéme ou l'équivalent

OBJECTIF:

Ce programme d'apprentissage individuel fornit à l'étudiante(e) une formation théorique et protique afin d'acquérir les connaiscances at ane compétence en secrétariat général qui la permettrant d'assumer les tâches et responsabilitiés dans diverses entreprises. Ce programme d'études encourage l'étudiant(e) à poursaivre un enseignement spécialisé.

PERSPECTIVES D'EMPLOI:

Sociétés de la Couronne
Agences gouvernementaies
Compagnies d'assurances
Bureaux de services publics
Grossistes et détaillants
Institutions financières
Agences immobilières
Bureaux de fabricants
Ecoles, collèges et universitiés
Centres d'information
Autres bureaux de professionnels

ENDROITS:

Campus de St. Eleanors
Un centre de ressources et références est disponible au campus de Charlott-etown

PREREQUISITES:

Students will be interviewed by college staff before admittance. In order to enroll in college courses, students will be expected to have completed Grade 12 or the equivalent. Special consideration will be given to mature students* with previous work experience, even though they may not have completed high school. Where there are additional or different course requirements, they are noted in the course description.

* A mature student is someone who is 19 years of age or over, and has been out of school at least one year.

ADMISSION:

Applications should be forwarded prior to May 31, to the appropriate Centre and be accompanied by a high school record and other support documents.

Prior to acceptance, applicants will be interviewed by instructors from the course to which they seek admission. Interviews are usually conducted in May and June each year. Notification of acceptance will be issued after all interviews for that particular program have been conducted.

Apply early, as the date of your application may have a bearing on your acceptance.

UNIVERSITY EDUCATION

UNIVERSITY OF PRINCE EDWARD ISLAND

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UNIVERSITY OF PRINCE EDWARD ISLAND

The University is a community of scholars engaged in the pursuit of truth. It seeks in particular those truths which help us to know ourselves and the world around us and by enabling us to order our lives so as to achieve their proper ends. It seems to promote respect for the worth and dignity of every individual. It seeks to develop along with specific skills, creativity, the capacity for critical thought and the ability and desire to learn throughout life.

The University within western civilization has a special commitment to seek and to study the truths of that civilization by examining its values and its institutions, by weighing them against those of our traditions, and by transmitting the best of what has been said and done. It is the critic as well as the repository of cultural heritage. The independence of thought and the freedom of enquiry characteristic of the University guarantee that the assumptions underlying society, including those underlying the University, are continually challenged and renewed.

Although the pursuit of truth in all its forms and the formation of the free person have always been the goals of the University, each University is itself a product of its own time and place. As an integral part of its own society, it is, without compromising its ultimate ends, accountable to that society and sensitive to its needs and values.

To fulfill these general purposes while at the same time recognizing the special obligations that it has as the only university in the Province, the University of Prince Edward Island seeks:

1. To promote academic excellence through effective instruction in the Arts, Sciences and certain Professional Studies, recognizing the crucial example of the instructor in developing a respect and enthusiasm for knowledge.

2. To integrate the study of Arts, Sciences and Professional Studies in such a way as to give the student a sense of the wholeness of knowledge.

3. To provide an environment conducive to the personal development of each member of the University Community, including students, faculty and staff, and to encourage all members to accept a shared responsibility for that environment.

4. To recognize the importance of moral discernment in the use of knowledge, and to provide an environment wherein personal integrity and responsibility may grow.

5. To maintain strong links with, and add to, the world of knowledge through scholarship and research.

6. To place at the service of the local community, whenever feasible and appropriate, the knowledge skills, research capabilities and other resources of the University with a view to the building of a better world.

7. To preserve the freedom of intellectual inquiry.

8. To reflect the University's special relationship to the Island in its teaching, learning, and research.

9. To provide the human and physical resources and administrative structures and processes that best assist the University in the achievement of its goals.

DEGREES AND DIPLOMAS

The University of Prince Edward Island offers the following undergraduate degrees and diplomas.

BACHELOR OF ARTS with a Major: Four years
BACHELOR OF SCIENCE with a Major: Four years
BACHELOR OF BUSINESS ADMINISTRATION: Four years
BACHELOR OF EDUCATION: Four years
BACHELOR OF EDUCATION: One year beyond first degree
BACHELOR OF MUSIC: Four years
DIPLOMA IN ENGINEERING: Three years
Preparatory courses for Agriculture, Architecture, Dentistry, Law, Medicine and Veterinary Medicine.

The University of Prince Edward Island does not offer graduate programs at either the Masters or Doctor's level except in Veterinary Medicine where degree programs at all levels are in the process of being developed.

MAJOR:

A student may choose a major in any one of a number of different disciplines. A major is defined as a subject in which the student chooses to take his or her concentration of courses. Although courses are offered, a major cannot be obtained in the following subject areas: Classics, Computer Science, Fine Arts, Physical Education.

The following pages present an alphabetical listing by degree/diploma of all of those areas where a major can be obtained at the University of Prince Edward Island alonw with a brief description of each of the subject areas.

DEGREE: Bachelor of Arts

MAJOR: Anthropology

PROGRAMME DESCRIPTION:

To major in anthropology, a student must take courses in social organization, kinship and family, ethnography and field methods and anthropological theory. There are a number of electives available such as cultural anthropology, peoples of Asis and folklore and cultural character.

POSSIBLE AREAS OF EMPLOYMENT:

DEGREE: Bachelor of Arts

MAJOR: Canadian Studies

PROGRAMME DESCRIPTION:

Canadian Studies is an interdesciplinary programme drawing on the resources of thirteen departments at the University of Prince Edward Island. The goal of the programme is to provide students with an in-depth understanding of Canadian society and culture. Students explore various aspects of Canadian society and culture such as politics, history, economics and business.

POSSIBLE AREAS OF EMPLOYMENT:

DEGREE: Bachelor of Arts
Bachelor of Business Administration

MAJOR: Economics

PROGRAMME DESCRIPTION:

A student wishing to major in Economics will have to complete the required economics courses as well as introductory courses in mathematics, calculus and statistics.

The Economics courses will range from basic principles of economics that deal with tools and application of micro-economics to more advanced detailed courses that will cover labour economics; money and financial institutions, intermediate macroeconomics; economic development; and economic methodology.

POSSIBLE AREAS OF EMPLOYMENT:

DEGREE: Bachelor of Arts

MAJOR: English

PROGRAMME DESCRIPTION

A student wishing to major in English has a wide variety of English courses to choose from ranging from basic composition to in-depth studies of the works of Shakespeare.

There are a number of introductory courses offered which cover many topics in literature, creative writing and contemporary drama. Some of the more detailed courses include: Literary Criticism, Modern Drama, Romantics as well as a number of other areas.

POSSIBLE AREAS OF EMPLOYMENT:

Teacher
Writer
Management Trainee

DEGREE: Bachelor of Arts

MAJOR: History

PROGRAMME DESCRIPTION:

To major in History the student must take the required History courses that range from introductory courses in Canadian and European History to the more advanced and detailed courses such as Russian and Slavonic History, the American Revolution, Twentieth Century Britain.

POSSIBLE AREAS OF EMPLOYMENT:

Teacher
Management Trainee

DEGREE: Bachelor of Arts

MAJOR: Modern Languages (French, German or Spanish)

PROGRAMME DESCRIPTION:

The Modern Languages Department offers introductory courses in French, German and Spanish. However, it is possible to take another one semester immersion programme in French.

As well as offering introductory courses in French, German and Spanish the Department also offers more advanced courses.

POSSIBLE AREAS OF EMPLOYMENT:

Teacher
Management Trainee

DEGREE: Bachelor of Arts

MAJOR: Philosophy

PROGRAMME DESCRIPTION:

The Philosophy Department does not require specific courses for majors but for general guidance, the following sequence of courses is recommended. Introduction to Philosophy, Logic, Ethics, History of Philosophy, Metaphysics and Epistemology.

The introductory courses are designed to introduce the student to philosophical inquiry and an exploration of some major issues while the more advanced and detailed courses break-down the major issues and study them separately.

POSSIBLE AREAS OF EMPLOYMENT:

Teaching
Management Trainee

DEGREE: Bachelor of Arts

MAJOR: Political Studies

PROGRAMME DESCRIPTION:

The Political Studies Department offers a majors program which concentrates on the four main fields which the discipline has traditionally examined. These are: Political Philosophy, Comparative, International and Canadian Politics.

POSSIBLE AREAS OF EMPLOYMENT:

Teacher
Government

DEGREE: Bachelor of Arts

MAJOR: Psychology

PROGRAMME DESCRIPTION:

The Psychology department offers a variety of courses such as abnormal psychology, social psychology, human learning and memory, experimental psychology and learning and motivation.

POSSIBLE AREAS OF EMPLOYMENT

Child Counsellor
Psychologist

DEGREE: Bachelor of Arts

MAJOR: Religious Studies

PROGRAMME DESCRIPTION:

The Religious Studies programme offers courses in Religion and the Denominations, Themes of Christianity, Early Christian Thought and The Church as well as a number of other related courses.

POSSIBLE AREAS OF EMPLOYMENT:

Religious Institutions

DEGREE: Bachelor of Arts

MAJOR: Sociology

PROGRAMME DESCRIPTION:

The Sociology Department offers a variety of courses including introductory courses which cover the nature and scope of sociology; basic concepts and principles relating to society and culture. More advanced courses are offered as well that cover areas such as Methodology and Research, Collective Behaviour and Social Movements.

POSSIBLE AREAS OF EMPLOYMENT:

Government
Teacher
Consultant

DEGREE: Bachelor of Business Administration

MAJOR: Business Administration

PROGRAMME DESCRIPTION:

The Bachelor of Business Administration degree is a four year degree that will introduce the student to a variety of business related courses as well as introductory courses in Mathematics, English, Computer Science and Economics.

The business courses range from an introduction to the process of management to elementary accounting principles and eventually lead to more advanced and detailed courses. Some of the more advanced areas that will be covered include accounting for corporations, evaluation and interpretation of financial statements, auditing, marketing concepts as well as courses that will deal with personnel administration and human relations.

POSSIBLE AREAS OF EMPLOYMENT:

Government Departments (Federal or Provincial)

Private Business

Teaching

DEGREE: Bachelor of Education

MAJOR: Education

PROGRAMME DESCRIPTION:

The Bachelor of Education program is designed to give undergraduates both the requisite professional training and the sound academic background to become certified elementary and secondary school teachers.

The Education courses range from principles and practices of education to more advanced areas such as institutional communications, counselling theories and techniques, curriculum development and educational measurement and evaluation.

POSSIBLE AREAS OF EMPLOYMENT:

Teacher
Management Trainee

DEGREE: Bachelor of Music

MAJOR: Music

PROGRAMME DESCRIPTION:

The music programme includes a broad variety of subject areas such as theory, history and applied music. Some of the courses include rudiments of theory, classic and early romantic eras and orchestration and arranging.

POSSIBLE AREAS OF EMPLOYMENT:

Music Teacher

DEGREE: Bachelor of Science

MAJOR: Biology

PROGRAMME DESCRIPTION:

A student wishing to major in biology will have a main course load of a variety of biology courses as well as some introductory physics, chemistry and mathematics courses.

The biology courses range from general courses on the fundamental principles of biology to more advanced and detailed courses that might include studies of zoology, ecology, genetics, cell and plant physiology.

POSSIBLE AREAS OF EMPLOYMENT:

Government Departments (Federal or Provincial) i.e. Department of Fisheries

Research Lab Technician

DEGREE: Bachelor of Science

MAJOR: Home Economics

PROGRAMME DESCRIPTION

The Home Economics programme focuses on the physical and emotional needs of individual family members on the ways in which these needs might be met. The purpose of the programme is to enable graduates to apply this knowledge in their own lives and in professional service to families and individuals.

Major subject areas include food and nutrition, clothing and design and family studies.

POSSIBLE AREAS OF EMPLOYMENT

Teacher
Extension Services
Media
Community Agencies

DEGREE: Bachelor of Science

MAJOR: Mathematics

PROGRAMME DESCRIPTION:

The Mathematics Department offers a number of courses that range from introductory mathematics to pointset topology.

A student who wishes to major in mathematics will take calculus courses, linear algebra, real analysis and abstract algebra courses, plus others.

POSSIBLE AREAS OF EMPLOYMENT:

Teaching

Government Departments
(Provincial or Federal)

DEGREE: Bachelor of Science

MAJOR: Chemistry

PROGRAMME DESCRIPTION:

A student wishing to obtain a Bachelor of Science degree with a major in Chemistry will have a main course load of a variety of chemistry courses as well as introductory courses in Biology, Mathematics and Physics.

The Chemistry courses will range from general chemistry to more advanced and detailed courses such as analytical chemistry; theories of structure, bonding, resonance and reaction mechanisms, biochemistry, as well as laboratory courses designed to provide an introduction to research.

POSSIBLE AREAS OF EMPLOYMENT:

Research Lab Technician with Government or Private Businesses

Drug Store

DEGREE: Bachelor of Science

MAJOR: Physics

PROGRAMME DESCRIPTION:

The Physics Department offers a wide variety of courses that range from general physics to courses that cover vector analysis, equation of motion, dynamics of a single particle under the action of various types of forces, dynamics of a system of particles. As well as these, there are courses concerned with electricity and magnetism, astronomy energy and quantum physics.

POSSIBLE AREAS OF EMPLOYMENT:

Physics Technician

DEGREE: Pre-Engineering

MAJOR: Engineering

PROGRAMME DESCRIPTION:

Upon completion of this three year program, the student receives a Diploma in Engineering, and can obtain the degree of Bachelor of Engineering in two more years at some other Canadian University.

The students main course load will consist of engineering related subjects but will also include courses from the following departments: Mathematics, Physics, Chemistry and English.

The Engineering courses cover a variety of subject areas such as surveying, computer programming with engineering applications, dynamics, a study of the principles of Kinematics and Kinetics as well as electric circuits and fluid mechanics.

POSSIBLE AREAS OF EMPLOYMENT:

Draftsmen
Surveyor
Government Departments

DIPLOMA: Public Administration

PROGRAMME DESCRIPTION:

The University of Prince Edward Island, through its Extension Department, offers a program of studies leading to a University Certificate of Diploma in Public Administration. The Program has been developed for working federal, provincial and municipal public servants who wish to prepare themselves for higher administrative and management positions, but others interested may also enroll.

ADMISSION REQUIREMENTS

The following admission requirements have been established as a guide to applicants. Possession of these minimum requirements does not establish the right of an applicant to be admitted. The University reserves the right to reject or accept any applicant.

CANADA

(a) Successful completion of Grade 12 examinations in the University Preparatory Program with an overall average of at least 60% (65% for Quebec Secondary V Students) in the following subjects:

ARTS, BUSINESS, EDUCATION

English, Mathematics, and three acceptable academic electives

SCIENCE

English, Mathematics, two Sciences (one of which should be chemistry) and one acceptable academic elective.

NOTES:

(1) Only one elective for entry into any program will be permitted from the following:

Art
Home Economics
Law
Music
Physical Education (where approved)

(2) Five different subjects are required for admission, for example, English, Mathematics, History, Biology, French. If there is any doubt about whether or not a subject is an acceptable academic elective, please write to the Registrar for clarification.

(b) School's recommendation.

(c) Applications will be considered from students who have completed programs of study in CEGEP, Community Colleges or CAAT. Credit, however, will be granted on an individual basis by consultation between the Registrar's office, the appropriate Dean and the department concerned.

(d) Exceptional students from Grade XI may be considered for admission.

ADMISSION PROCEDURES

All enquiries relating to admission to the University should be directed to:

The Registrar,
University of Prince Edward Island
Charlottetown, PEI
C1A 4P3

Both university and residence application forms may be obtained through the Registrar's office.

All applicants must have official transcripts sent from any high school, college or university attended.

Mature student applicants should also submit the following:

(a) Two letters of reference from persons competent to assess the applicant's ability to proceed with university studies.

(b) A letter from the applicant explaining the reasons for requesting special consideration.

GRADUATE EDUCATION

After obtaining an undergraduate degree, a student may undertake graduate studies in his/her major or related area. Quite simply graduate education can be divided into two levels.

1) A MASTER'S DEGREE - The length and type of program vary by university and faculty, for example some universities offer a one-year program of either course work or thesis while others offer a two-year program.

2) Ph.D (Doctorate of Philosophy) - This degree is obtained after the Master's degree in a particular subject area. Again, the length and type of programs vary by institution and faculty.

VOCATIONAL HIGH SCHOOL

PRE-APPRENTICESHIP

TRAINING

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VOCATIONAL HIGH SCHOOL

The Prince Edward Island Department of Education purchases vocational high school training from Holland College. A student may choose to enrol in the training on a full or a part-time (combined with academic subjects) basis.

PRE-APPRENTICESHIP

A student may choose to take a pre-apprenticeship course and after completion register in the Department of Labour's Apprenticeship Program (See pages 23 - 29 for a brief description of the program areas).

Graduates of a pre-apprenticeship training program must spend an additional two or three years of "in school" training and practical "on the job experience" before completing all of his/her apprenticeship training requirements and gaining journeyman status.

Pre-apprenticeship training can be obtained in each of the following program areas:

AGRICULTURE

OBJECTIVE:

This pre-employment program is designed to increase students' knowledge of agriculture and to improve their skills in farming.

SUBJECT AREAS:

The program is designed to assist students in:

Agriculture - Soil Science
Crop Science
Animal Science
Farm Management and Marketing
Farm Machinery Maintenance
Farm Welding
Farm Tractor Maintenance
Farm Construction

SKILL PROFILE: Farmer

PREREQUISITES: Grade 10 or equivalent; physically fit; demonstrated interest and aptitude in this occupational area.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Agriculture Production
Supply and Services
Processing and Marketing
Research and Education
Feed Companies or with other farm related suppliers and agencies

LOCATION: Royalty Centre

AUTO BODY REPAIR

OBJECTIVE:

This pre-apprenticeship program is designed to prepare students for employment in the Auto Body Repair trade. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREAS:

The program is designed to assist students to:

Develop Personal Competence and Communicate Effectively

Identify and Select Materials

Operate and Maintain Tools and Equipment

Perform Metal and Non-metal Repairs

Refinish Surfaces

Repair and Align Body and Frames

Remove and Replace Interior and Exterior Trim

Appraise Cost of Repairs

Operate and Manage Shop

SKILL PROFILES: Auto Body Repairman
Auto Insurance Adjuster
Estimator

PREREQUISITES:

Grade 10 or equivalent; physically fit, demonstrated interest and aptitude in this occupational area.

DURATION: 15 weeks (100 days)

POSSIBLE AREAS OF EMPLOYMENT:

Auto Body Repair Shop
Auto Insurance Adjustment Agency

LOCATION: Summerside Centre

AUTOMOTIVE REPAIR

OBJECTIVE: This pre-apprenticeship program is designed to prepare students for employment in the Motor Vehicle Repair Mechanical trade. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREAS: The program is designed to assist students to:

- Develop Personal Competence
- Identify and Use Hand Tools and Equipment
- Diagnose and Overhaul Engines
- Diagnose and Repair Electrical Systems
- Diagnose and Repair Fuel Systems
- Diagnose and Repair Cooling Systems
- Diagnose and Repair Exhaust and Emission Control Systems
- Diagnose and Repair Steering and Suspension Systems
- Diagnose and Repair Brake Systems

SKILL PROFILE: Motor Mechanic

PREREQUISITES: Grade 10 or equivalent; physically fit, demonstrated interest and aptitude in this occupational area.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

- Automotive Agencies
- Service Stations
- Auto Electric Shops
- Small Gas Engine Repair Shop
- Engine Re-Builders
- Transmission Repair Shops

LOCATION: Summerside Centre
Royalty Centre

CABINET MAKING AND INTERIOR FINISH

OBJECTIVE:

This program is designed for beginning students who wish to obtain employment in a cabinet making shop or in the interior finish area of the carpentry trade. Upon successful completion of this program, students will have the necessary skills and technical information required in the construction and installation of cabinets and interior finish.

SUBJECT AREAS:

The program is designed to assist students to:

Communicate and Develop Personal Competence
Operate and Maintain Equipment
Identify and Select Materials
Layout and Estimate Quantities
Construct Cabinets
Install Plastic Laminates
Install Cabinets
Install Millwork
Prepare Cost Estimates and Other Materials

SKILL PROFILES: Cabinet Making and Interior Finish

PREREQUISITES:

Grade 10 or equivalent. Combination of maturity, aptitude for or previous experience in this work area to be considered for equivalency. Candidates must have a genuine desire to work with their hands, with wood and wood products and in a shop situation.

DURATION: 36 weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Self-Employment
Contractor

LOCATION: Royalty Centre

CARPENTRY

OBJECTIVE:

This pre-apprenticeship program is designed to give students the necessary skills and technical information required for employment in the carpentry trade. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREAS:

This program is designed to assist students to:

Develop Personal Competence
Operate and Maintain Tools and Equipment
Identify and Select Materials
Construct Forms for Concrete Placement
Construct Wood Structural Framing
Install Interior Finish and Millwork
Exterior Finish and Cladding
Estimate
Read Blueprints

SKILL PROFILE: Carpenter

PREREQUISITES:

Grade 10 or equivalent; good background in mathematics; physically fit; demonstrated interest and aptitude in this occupational area.

DURATION: 36 weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Self-Employment
Building Contractor

LOCATION: Royalty Centre
Summerside Centre

COOKING

OBJECTIVE:

To prepare students to enter employment in the hospitality services of hotel/motel, cafeteria, institutional and restaurant cooking. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREAS:

The program is designed to assist students to:

Plan, Organize and Administer Kitchens
Perform Basic Cooking Skills
Prepare Vegetables and Fruit
Prepare Reconstituted Foods
Prepare Stocks, Soups and Sauces
Prepare Fish and Seafood
Prepare Egg and Dairy Products
Prepare Bakery Goods and Desserts
Prepare Farinaceous Foods and Cereals
Prepare Cold Foods and Beverages
Use and Maintain Kitchen Tools and Equipment.

SKILL PROFILES: Cook
Baker

PREREQUISITES:

Grade 10 or equivalent - Medical exam to meet PEI Department of Health, Food Control Division requirements.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Hotels
Restaurants
Bakeries
Institutions
Marine Cooking

LOCATION: Summerside Centre

ELECTRICAL

OBJECTIVE:

This pre-apprenticeship program is designed to prepare students for employment in the electrical field. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREAS:

The program is designed to assist students in:

Wiring Methods Using Various Types of Wire, Cable, Conduit, and Raceways
Circuit Design and Planning
Blueprint Reading
Application of the Canadian Electrical Code
Calculation of Voltage Drop
The Proper Selection and Use of Various Types and Sizes of Wire
The Selection, Installation and Operating Characteristics of Different Types of Lighting Systems, Motors, as well as Related Switches and Controls
The Basic Theory of Electricity
The Various Laws Governing Current Flow
The Factors Affecting A.C. Circuit Measurement
The Application of Theory to Circuit Design

SKILL PROFILES: Construction Electrician
Industrial Electrician
Marine Electrician

PREREQUISITES: Grade 11 or equivalent; good background in science and mathematics; physically fit; demonstrated interest and aptitude for this occupational field.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Electrical Contractors
Appliance Repair Shops
Marine Transportation Company
Electrical Power Plant
Industrial Shops
Self-Employment

LOCATION: Royalty Centre
Summerside Centre

FARM EQUIPMENT MACHINERY MECHANIC

This pre-apprenticeship program is designed to provide students with the skills and technical knowledge necessary for servicing a wide range of modern agricultural equipment. Upon completion of this program, students must be able to set up, adjust, repair, and maintain a wide range of modern agricultural equipment. Graduates of this program may be granted credit towards a term of apprenticeship.

SUBJECT AREAS:

The program is designed to assist students to:

- Communicate and Develop Personal Competencies
- Operate and Maintain Tools and Equipment
- Carry out Pre-Delivery Inspection and Service
- Repair and Overhaul Hydraulic Systems
- Repair and Overhaul Engines
- Service and Repair Fuel Systems
- Service and Repair Cooling Systems
- Troubleshoot and Repair Electrical Systems
- Service and Repair Drive Lines and Braking Systems
- Service and Repair Steering, Wheels and Tires

PREREQUISITES: Grade 10 or equivalent; agricultural background and/or mechanical experience preferred; physically fit; demonstrated interest and aptitute in the occupational area. In addition, prospective candidates should be interviewed by the course instructor.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

- Farm Equipment Dealers
- Agricultural Food Processing Plants
- Maintenance Department of Large Farm Enterprises
- Self-Employment

LOCATION: Royalty Centre

GENERAL MACHINIST

OBJECTIVE:

This pre-apprenticeship program is designed to assist the students to acquire the skills and technical information required for employment in the machinist field.

SUBJECT AREAS: The program is designed to assist students to:

- Read and Interpret Technical Information
- Select and Use Measuring Devices
- Select, Use and Maintain Hand Tools
- Set Up, Operate and Maintain Machines
- Select, Use and Maintain Cutting Tools
- Identify Properties of Materials
- Plan and Lay Out Work
- Employ Safety Practices
- Communicate Effectively

SKILL PROFILES:

General Mechanic
Machine Operator
Tool & Die Maker

PREREQUISITES: Grade 10 or equivalent, physically fit, demonstrated interest and aptitude in this occupational area.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT

Production Machine Shop
Shipyard
Marine Repair Shops
Power Stations
Maintenance Machine Shops

LOCATION: Royalty Centre (This program is currently located in the West Royalty Industrial Park)

HEATING, VENTILATING AND AIR CONDITIONING

OBJECTIVE:

The pre-apprenticeship program is designed to prepare students for employment in the Refrigeration and Air Conditioning and Heating trade. The skills obtained during the program will qualify the students to repair, install and maintain refrigeration, air conditioning and heating equipment.

SUBJECT AREAS: The program is designed to assist students to:

- Develop Personal Competencies and Communicate Effectively
- Operate and Maintain Tools and Test Equipment
- Analyze and Troubleshoot Equipment
- Service and Repair Refrigeration and Heat Pump Equipment
- Service and Repair Heating, Ventilating and Air Conditioning Equipment
- Maintain and Install Controls
- Identify and Select Materials and Components
- Replace and Install System Components Equipment
- Participate in Design of Systems
- Interpret and Apply Codes, Regulations and Standards.
- Plan and Control Work

SKILL PROFILES:

Oil Burner Mechanic
Ventilation Mechanic
Refrigeration Mechanic
Air Conditioning Service Mechanic

PREREQUISITES: Grade 10 or equivalent, physically fit, demonstrated interest and aptitude in this occupational area.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

May work in heating, refrigeration, oil burner service, ventilation, air conditioning or refrigeration service trades.

MECHANICAL TRADES (DIESEL)

OBJECTIVE:

To develop the necessary basic mechanical skills and knowledge to enter into the trades of automotive, heavy duty equipment, bus and transport adjustment and repair farm equipment.

SUBJECT AREAS: The program is design to assist students in:

Shop Practice

Gas and Diesel Engine (Theory and Components)

Diesel Fuel Systems

Basic Cooling Systems

Exhaust Systems

Lubrication Systems (Engine and Chassis)

Wheels and Tires

Hydraulics

Brakes

Manual Steering Systems

Electricity (Basic)

Lighting Circuits

Batteries

Welding (Oxy-Acetylene and Electric)

SKILL PROFILE: Diesel Mechanic

PREREQUISITES: Grade 10 or the equivalent

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

LOCATION: Waterfront Centre, Summerside

PLUMBING

OBJECTIVE:

This pre-apprenticeship program is designed to assist students in acquiring the necessary skills and technical information required for employment in the plumbing trade. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREAS: The program is designed to assist students to:

- Communicate and Develop Personal Competence
- Demonstrate Safety Procedures and Rig Equipment
- Interpret and Read Blueprints and Specifications
- Identify and Use Hand Tools
- Operate, Maintain and Use Equipment
- Identify, Select and Apply Pipe Fittings and Joining Methods
- Select and Install Fixtures and Appliances
- Install and Service Water Distribution Systems
- Install and Service Sewage Systems
- Install and Service Waste, Drains and Venting Systems
- Install and Service Hot Water Heating Systems

SKILL PROFILE: Plumber

PREREQUISITES: Grade 10 or equivalent, physically fit, demonstrated interest and aptitude in this occupational area.

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

- Plumbing
- Municipal Water Works
- Department of Public Works
- Self-Employment

LOCATION: Summerside Centre

WELDING

OBJECTIVE:

This is a pre-apprenticeship program designed to assist the students to develop the necessary skills and technical knowledge required for employment in the welding trade. Graduates of this program may be granted credit toward a term of apprenticeship.

SUBJECT AREA: The program is designed to assist students to:

- Communicate Effectively and Develop Personal Competence
- Read and Interpret Technical Information
- Establish and Maintain a Safe Working Environment
- Identify and Select Materials
- Select and Operate Tools and Equipment
- Cut and Shape Materials
- Prepare and Assemble Materials
- Perform Welding Processes
- Plan and Control Program of Work
- Establish and Maintain Quality Control

SKILL PROFILES: Oxy-Acetylene Welder
Shielded Arc Welder

PREREQUISITES: One year trade applicants should have a minimum academic standing of Grade 10 and should have the necessary aptitude and a genuine desire to work as a welder.

DURATION: 36 (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

- Welding Shops
- Shipyards
- Heavy Construction (Steel)
- Self Employment

LOCATION: Royalty Centre
Summerside Centre

VOCATIONAL HIGH SCHOOL

PRE-EMPLOYMENT

TRAINING

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PRE-EMPLOYMENT

Pre-employment programs are designed to give training in those fields where employers expect persons to have some formal training before they will hire them. These programs differ from the Pre-apprenticeship programs in that no formal training is required for certification.

Pre-employment certificates can be obtained in each of the following areas:

BRICKLAYING

OBJECTIVE: To prepare students to enter employment and apprenticeship in the Bricklaying Trades.

SUBJECT AREAS: Among the many skills of the program, the course is designed to assist the student to:

- Use and Maintain Bricklaying Tools
- Identify Types, Properties and Uses of Masonary Materials and Morters
- Mix and Apply Morters to Accepted Standards
- Lay Masonary Units
- Install Wall Tiles, Anchors, Flashings, and Damp-proof Masonary Units
- Read and Interpret Blueprints
- Demonstrate a Knowledge of Safety
- Construct and Use Scaffolds
- Perform Masonary Cleaning Operations

SKILL PROFILE: Bricklayer

PREREQUISITES: Grade 10 or equivalent and physical fitness

DURATION: One year (full time) or two years (half time). The college recognizes that a student's skill and aptitude may allow him to complete a program early or to take a longer period to acquire the pre-apprenticeship program requirements. Graduates may be awarded credit toward a term of apprenticeship.

POSSIBLE AREAS OF EMPLOYMENT:

- Bricklaying
- Self-Employment

LOCATION: Summerside Centre

CLOTHING CONSTRUCTION

OBJECTIVE

To prepare students to utilize clothing construction skills in the home and cottage industries and to introduce them to the requirements of industrial power sewing.

SUBJECT AREAS: Among the many skills of the program, the course is designed to assist the student to:

- Identify and Select Textiles and Notions
- Maintain and care for Textiles and Clothing
- Maintain and Operate Equipment
- Select and Fit Patterns
- Lay-out and Cut Fabrics
- Construct Clothing
- Renovate and Alter Clothing
- Construct Household Items
- Apply Surface Decorations
- Develop Personal Competence

SKILL PROFILE: Seamstress

PREREQUISITES: Grade 10

DURATION: One year

POSSIBLE AREAS OF EMPLOYMENT:

- Tailor Shop
- Manufacturing

LOCATION: Summerside Centre

COMMERCIAL TRAINING

OBJECTIVE: The continuous intake Commercial Training program is designed to assist the student in acquiring the necessary skills and knowledge required for employment in the business field.

SUBJECT AREAS:

Communicate Effectively and Develop Personal Competence

Assist in Managing Executives Work

Supervise and Develop Staff

Organize and Maintain Office Environment

Organize and Maintain Correspondence and Files

Perform Basic Bookkeeping Functions

Operate Business Machines (includes word processing training)

Type and Transcribe

Organize and Prepare Written Communications

Co-ordinate Research and Develop Executive Presentations

SKILL PROFILE: Stenographer

PREREQUISITES: Candidates applying for training in a stenographer profile require Grade 12 or the equivalent; in addition, candidates must be interviewed by Canada Employment Centre and college personnel and found acceptable for the program.

DURATION: Continuous intake of students as vacancies occur in the ongoing program. Pre-employment students will be referred for an initial 100 days and re-entry or upgrading students will be referred for an initial 50 days in terms of each client's occupational goal. Upon the recommendation of the training institution, the Canada Employment Centre may extend the training period up to 100 additional days for re-entry or upgrading students. The Canada Employment Centre may on the recommendation of the training institution extend the training period for stenographer profile pre-employment students by an additional 60 days to a mazimum of 260 days.

COMMERCIAL TRAINING (CONTINUED)

POSSIBLE AREAS OF EMPLOYMENT:

Crown Corporations
Governmental Agencies
Insurance Companies
Utility Companies
Wholesale and Retail Firms
Finance Companies
Real Estate Offices
Manufacturing Firms
Educational Institutions
Media Centres
Professional Offices

LOCATION: Charlottetown Centre
Montague Centre
St. Eleanor's

COMPUTER OPERATOR

OBJECTIVE: To provide students with an opportunity to explore the applications of microcomputers to business and develop skills in operating and programming of computer systems.

SUBJECT AREAS: The program is designed to assist students to:

- Relate to the History of the Computer
- Identify Computer Systems Components
- Operate Typical Microcomputer Systems and Mini Computers
- Identify the Social Implications of Data Processing
- Read and Construct Flow Charts
- Apply Structured Design-Techniques
- Write BASIC, Pascal, FORTRAN and COBOL Programs
- Design and Handle Data Files
- Program simple Assembly Language Programs
- Identify and Select Computer Systems Designs and Uses
- Use Work Processing Equipment with Typing Skills Included
- Design a Typical Small Business Information Processing System

SKILL PROFILES:
- Computer Operator
- Junior Programmer
- Programmer Trainee

PREREQUISITES: Successful completion of Grade 11 or equivalent; and a sound mathematics background.

DURATION: One year (6 credits)

POSSIBLE AREAS OF EMPLOYMENT:

- Government
- Private Business

LOCATION: Summerside Centre

CREATIVE COSMETOLOGY

OBJECTIVE: To prepare students to enter employment in the Cosmetology trade and to meet the certification requirements of the Hairdresser Association.

SUBJECT AREAS: The program is designed to assist the student to:

Develop Personal Competency
Operate and Manage Salons
Identify, Select and Apply Products
Operate, Maintain and Use Equipment
Analyze Scalp and Hair Condition to Determine Type of Service
Apply Scalp and Hair Treatments
Colour for Special Effects
Perform Permanent Waving Skills
Shape and Style Hair
Create and Design Hair Styles

SKILL PROFILE: Hair Dresser

PREREQUISITES: Candidates applying for this program must have achieved an academic standing of Grade 10 or equivalent, be of neat physical appearance, and have a genuine desire to work in the Cosmetology field. In addition, candidates must undergo a medical examination and chest X-ray.

DURATION: 36 weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Beauty Salons

LOCATION: Royalty Centre
Summerside Centre

DRAFTING

OBJECTIVE: This course is designed to prepare candidates for employment as general draftsman capable of preparing drawings from architect or engineer sketches and specifications.

SUBJECT AREAS: The program is designed to assist students to:

- Identify, Select and Handle Drafting and Graphic Supplies
- Apply and Maintain Instruments
- Interpret, Collect and Communicate Technical Information
- Read and Interpret Drawings
- Prepare Detail Drawings
- Reproduce and File Drawings
- Prepare Sketches and Models
- Communicate Effectively and Develop Personal Competence

SKILL PROFILES:

Site Surveyor
Architect Draftsman
Mechanical Draftsman
Marine Draftsman

PREREQUISITES: Minimum Grade 10

DURATION: 36 Weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Architectural Offices
Engineering Firms
Public Works
Survey Offices
Construction Firms
Government Planning Offices
Construction Materials Retail Outlets

LOCATION:

Royalty Centre
Summerside Centre

DRYWALL APPLICATION AND FINISHING

OBJECTIVE: This pre-employment program is designed to prepare students for employment as drywall applicators, tapers, and finishers. Upon completion of the program, the students must be able to:

- Identify, select and use tools and materials used in the installation and finishing of drywall
- Install and repair drywall surfaces
- Prepare drywall surface for finishing
- Apply decorative finishes
- Estimate Materials

SUBJECT AREAS: The program is designed to assist students in:

- Introduction, Trade Tools and Materials
- Basic Drywall Application
- Drywall Systems
- Framing
- Advanced Drywall Systems
- Interior Finish
- Hand taping and Methods
- Use of Mechanical Tools
- Preparation for Finishing
- Application of Decorating Finishes
- Estimating

SKILL PROFILES: Drywall Application and Finishing

PREREQUISITES: Grade 8 or equivalent; physically fit; Aptitude for and a demonstrated interest in this occupation.

DURATION: 12 weeks (60 day)

POSSIBLE AREAS OF EMPLOYMENT:

- Contractor
- Self-employment

LOCATION: Royalty Centre

ELECTRONICS

OBJECTIVE: To prepare students for advanced studies in the field of electronics technology or engineering and/or to prepare students to enter a variety of related fields of employment.

SUBJECT AREAS: Among the many skills of the program, the course is designed to assist students to:

- Identify and Select Electronic Components
  - Fuses and Protective Devices
  - Switches and Relays
  - Meter Movements
  - Resistors, Inductors, Capacitors
  - Transistors and Integrated Circuits
- Select and Use Tools and Testing Equipment
  - Volt-ohm and Current Meters
  - Oscilloscopes
  - Signal Generators
  - Frequency Counters and Timers
- Analyze Circuits and Systems
  - Active and Passive A.C. and D.C. Circuits
  - Power Supply Circuits
  - Audio Circuits and Systems
  - Oscillators
  - Pulse Circuits
- Test, Maintain and Calibrate Equipment
- Troubleshoot, Isolate and Repair Defective Units
  - Printed Circuit Cards
  - Analyze Symptoms
  - Analyze Voltage and Current Measurements
  - Signal Tracing
  - Colour T.V. Alignment
- Construct and Test Electronic Equipment
- Design and Develop Circuits and Equipment
- Design Requirements
  - Components
  - Layout
  - Design Specifications

Plan and Control Work Methods
- Safety Codes and Procedures
- Organization of Work
- Environment
- Cost Estimates
- Stock Control

Interpret and Communicate Technical Information
- Block Diagrams
- Schematics
- Assembly Drawings

Apply Mathematic and Science Concepts

PREREQUISITES: Successful completion of Grade 10; good mathematics background. (Students should be free from colour blindness).

POSSIBLE AREAS OF EMPLOYMENT:

- Home Entertainment Sales & Service Businesses
- Audio Visual & Educational Equipment Companies
- Electric Utilities
- Manufacturing & Processing Firms
- Telephone Companies
- Telecommunications Companies

LOCATION: Summerside Centre

MARINE ENGINEERING

OBJECTIVE:

To prepare candidates to achieve Ministry of Transport Certificates of Competency.

COURSE CONTENT: The candidate will be expected to acquire adequate competency in:

Engineering Knowledge (general, steam and motor) for all Categories

Practical Mathematics (3rd class)

Applied Mechanics (2nd and 1st class)

Heat and Heat Engines (2nd and 1st class)

Drawing (2nd and 1st class)

Electrotechnology (2nd and 1st class)

Elementary Marine Architecture (2nd and 1st class)

PREREQUISITES: Age: Minimum 18

4th Class: 36 months engine room sea time

3rd Class: 12 months sea time in addition to 4th class time

2nd Class: 12 months sea time in addition to 3rd class time

1st Class: 18 months sea time after receiving 2nd Class C. of C.

Chief, Fishing Vessel, Motor Driven 12 months sea time

Watchkeeper Fishing Vessel, Motor Driven, 12 months sea time

Electrical Endorsement - Possession of valid 4th or 3rd C. of C.

DURATION: Varies with background and experience of candidate

LOCATION: Summerside Centre

MARINE NAVIGATION

OBJECTIVE: This course provides training for seamen who wish to improve their positions. The training program is designed to prepare students for various classes of Ministry of Transport examinations including: Fishing Master Class 4,3,2, and 1; Master 40 Ton, Watchkeeping Mate: CN II and ON II: CN I and ON I; Command Endorcement and Master Mariner.

COURSE CONTENT: The program is designed to assist students in:

Navigation

Chartwork and Pilotage

Mathematics and Physics

International Communications

Shipmasters Business

Electronic and Other Aids to Navigation

Meteorology

Stability

Magnetic and Gyro Compasses

Seamanship

Marine Emergency Duties

Ship Management

Cargo and Construction and Mechanical Engineering

Plus Simulated Electronic Navigation I and II

PREREQUISITES: Specifications are laid down by M.O.T. for each class of certificates including sea time and eye examination.

DURATION: Continuous intake, with a maximum duration of 52 weeks. The average training time per class of certificate: Fishing Master Class IV, 8 weeks; up to Fishing Master Class I, 6 months; Watchkeeping Mate, 25 weeks, up to ON I, 30 weeks.

LOCATION: Summerside Centre

POWER ENGINEERING

OBJECTIVE: To prepare trainees for employment as 4th and 3rd class Power Engineers capable of operating and maintaining equipment concerned with providing steam, heat, refrigeration, ventilation, air conditioning, electrical and mechanical power to buildings, industrial plants, work sites and other institutions.

SUBJECT AREAS: The program is designed to assist students in:

Basic Mathematics
Elementary Mechanics
Elementary Thermodynamics
Boiler Regulations
Construction
Parts and Fittings
Boiler Operations and Maintenance
Pumps
Piping
Feed Water Treatment
Steam Engines
Internal Combustion Engines
Steam Turbines
Air Compressors
Basic Refrigeration Cycles and Systems
Heating Systems and Accessories
Plant Safety and Basic Electricity
Two Months Practical Training Work in a Field

SKILL PROFILE: Power Engineer

PREREQUISITES: Prospective candidates must be 18 years of age on or before termination date, physically fit and have a demonstrated interest in the occupational area. Candidates for third Class license must have at least one year practical operating experience in a heating plant or power plant and such experience must be

approved in writing by the Board of Examiners. In addition, prospective clients must have a sufficient background in Mathematics to enable him to function at a Grade 10 level; have sufficient numerical ability to quickly and accurately compute such things as latent heat, thermal units or combustion efficiency; special perception to determine relationships in drawings; eye-hand co-ordination and manual dexterity to make rapid and accurate adjustments to equipment; good hearing and good vision. In addition, clients must be interviewed by a joint selection board prior to the commencement of the course.

DURATION: 36 weeks (180 days)

POSSIBLE AREAS OF EMPLOYMENT:

Schools
Hospitals
Plants

LOCATION: Summerside Centre

PRIMARY TIMBER HARVESTER

OBJECTIVE: To train professional wood cutters to safely and efficiently cut wood in Island forests. Upon completion of this course the trainee should be able to maintain a chain saw; fell, limb, and buck trees in such a way as to make a good living while being paid by piece work.

SUBJECT AREAS: The program is designed to assist the student to:

- Lay Out Wood Lots for Harvest
- Perform Map and Compass Readings
- Maintain Chain Saw
- Perform Minor Chain Saw Repair
- Practice Wood Lot Safety
- Perform First Aid
- Perform Directional Tree Felling
- Limb Trees
- Perform Wood Harvesting with a Minimum of Trees
- Operate Spacing Saws

PREREQUISITES: Express a keen interest in working in Island woods

DURATION: Twelve weeks (60 days)

POSSIBLE AREAS OF EMPLOYMENT:

At present there is a shortage of timber harvesters in Prince Edward Island. There are 20 or more employers that hire several harvesters each year. These employers live and harvest in various locations across Prince Edward Island.

LOCATION: Royalty Centre

This course is conducted in various parts of Prince Edward Island twice a year. Watch your paper and check with your local Canada Employment and Immigration Commission as to when one will be offered near you.

RESIDENT CARE WORKER

PURPOSE: This is a pre-employment training program designed to prepare people to assist in the care of the elderly or the mentally ill.

OBJECTIVE: To provide students with training which will qualify them to work with the elderly in government institutions or private nursing homes. They also learn how to assist with basic care of those handicapped individuals or those with emotional disorders.

SUBJECT AREA: The program is designed to assist students to:

Develop Personal Competence
Communicate Effectively
Meet Physical Needs
Assist with Rehabilitation
Assist with Special Needs
Perform Nursing Procedures
Perform Emergency Procedures
Utilize and Maintain Equipment, Supplies and Facilities

SKILL PROFILES: Resident Care Worker Level I
Resident Care Worker Level II

PREREQUISITES: Academic Grade 10 or mature student (19 years of age or over, and out of school for one year). It is preferred that interested candidates have some awareness of the duties of the Resident Care Worker. If they haven't had any exposure, they will be asked to spend two weeks in an institution prior to acceptance by the selection board. The applicants will be interviewed by a selection board prior to entrance.

DURATION:

Twenty weeks. Twelve weeks are spent in the classroom doing the background material on the 75 skills required for Level I Resident Care Worker. One month is spent in a Geriatric setting and one month in a Psychiatric setting in order to complete the required skills in clinical settings. In this twenty week period, the student completes Resident Care Worker Level I.

LOCATION:

Charlottetown Centre

RETAIL SALESPERSON

OBJECTIVE:

To prepare students to perform effectively in the retail sales field.

SUBJECT AREAS: Among the many skills of the program, the course is designed to assist students to:

- Apply Effective Sales Techniques
- Develop and Maintain Customer Service and Relations
- Communicate Effectively
- Develop Personal Competency
- Display and Promote Products
- Operate and Maintain Equipment
- Prepare and Maintain Sales Records
- Perform Housekeeping Duties
- Apply Inventory Control Procedures
- Perform Math Calculations
- Read and Interpret Tax Legislation and Consumer Law

SKILL PROFILES: Sales Clerk

PREREQUISITES: Grade 10

DURATION: One Year

LOCATION: Summerside Centre

UNLICENSED DECK PERSONNEL

OBJECTIVE:

To give students the competence required to carry out ship board duties and to facilitate entry into marine professions.

SUBJECT AREAS: The program is designed to assist students to:

Perform Emergency Procedures
Practice Routine Safety
Interpret and Apply Nautical Terminology
Perform Rope, Wire and Chain Safety
Perform Watchkeeping Duties
Perform General Seamanship Tasks
Perform Maintenance Duties
Perform Berthing and Anchoring Tasks
Operate Deck Machinery
Perform Cargo Landing Duties
Operate Small Boat and Landing Barges
Practice Good Human Relations

PREREQUISITES: Grade 10 or equivalent and in good health

DURATION: 36 Weeks (180 days)

LOCATION: Summerside Centre

PREREQUISITES:

The general admission requirements for an applicant are:

- Sixteen years of age or over
- Have completed at least Grade 10 or the equivalent (Grade 11 or 12 may be required for certain programs)
- Possess an interest in and an aptitude for a particular occupation

ADMISSION PROCEDURES:

A transcript of the applicants school record should be attached to the application form. Candidates are requested to appear at the College for a personal interview before applications are approved.

Any applicant who has recently left the public school system or is planning to leave and any other applicant who has been out of the public school system not more than one year are to obtain an application form from either their high school or university guidance office or any Holland College campus.

Applicants who have been out of the public school system for more than one year are advised to file an application with their nearest Canada Employment Centre in order to gain admission to the program of their choice.

Program information, as well as application forms, may be obtained from any of the following centres:

Holland College,
Charlottetown Centre,
Weymouth Street,
CHARLOTTETOWN, PEI
C1A 4Z1 - Telephone (902) 892-4191

Holland College,
Royalty Centre,
Enman Crescent,
WEST ROYALTY, PEI
C1A 7N9
Telephone (902) 892-2401

Holland College,
Summerside Centre,
425 Granville St.
SUMMERSIDE, PEI
C1N 3C4
Telephone (902) 436-9101

Holland College,
West Prince Centre,
P.O. Box 37,
ELMSDALE, PEI
C0B 1K0
Telephone (902) 853-2200

Holland College,
Montague Centre,
Main Street,
P.O. Box 939,
MONTAGUE, PEI
C0A 1R0
Telephone (902) 838-4070

Additional copies of this publication can be obtained either through:

Island Information Services,
Basement, Jones Building,
11 Kent Street,
CHARLOTTETOWN, PEI
(902) 892-3428

OR

Prince Edward Island Department
of Labour
Research and Planning Branch,
P.O. Box 2000, CHARLOTTETOWN,
PEI C1A 7N8

(902) 892-3416